Thomas P. DiNapoli, State Comptroller



Correct Report Errors

This job aid shows you (as an Employer Reporting Uploader) how to correct any report errors you may have encountered while uploading an enhanced report file in *Retirement Online*.

Report errors indicate formatting mistakes within the uploaded .txt file (such as an incorrectly formatted date).

Step	Action								
1.	After uploading a file, the Run Status column in the 'Submission Status Details (File Upload/Pre Submission)' section of the <i>Employer Reporting</i> <i>Dashboard</i> page may show 'Failed with File Errors'.	Image: State State Note: State Note: State Condition Image: State Condition							
	Click the Error Details link. Error Details Note: You must review and correct errors before you can submit and your report.	Process Instance 1 3705 2 2591 3 2583	Report Date 02/06/2019 02/06/2019 02/06/2019	Image: Provide the system Image: Provide the system Image: Provide the system Image: Provide the system	Report Type Regular Image: Second	DateTime Stamp 02/08/19 3:38PM 02/06/19 10:59AM 02/06/19 10:48AM	Run Status Failed with File Errors No Success Ready for Submission	Perso Submitted Through File Upload Page File Upload Page File Upload Page File Upload Page	1 Error Details Process has fai contact NYSLR
		4 2581 5 2580	9 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:46AM	No Success Ready for Submission	File Upload Page File Upload Page	Contact NYSLR

Step	Action		
2.	The File Upload Error Details page will appear and may display two types of errors: Control Errors and Report Errors. If Report Errors are displayed, you must correct them first. To correct Control Errors, read the	Account Homepage Button: Contact Us Sign out Si	
	Control Errors, read the <i>"Correct Control Errors"</i> job aid for assistance. In this example, data in several rows of the uploaded .txt file was entered in an invalid format. Note: Your report may also have control errors (discrepancies between the uploaded report and report totals entered). Any control errors will be displayed after report errors have been resolved.	File Upload Error Report Type Regular Refurn to Dashboard Report Date 02/08/2019 Report Format Enhanced Control Errors 2 Personalize Find View Ali [2]] First 1 of 1 1 Last Field Name Error Message Error Message Error Description Report Errors 2 Personalize Find View Ali [2]] First 1.3 of 19 1 Last Report Max Navial Row on File This row has an invalid format This is not in the proper format for information to process. 1 Invalid Row on File This row has an invalid format This is not in the proper format for information to process. 3 Invalid Row on File This row has an invalid format This is not in the proper format for information to process. 3 Invalid Row on File This row has an invalid format This is not in the proper format for information to process. 3 Invalid Row on File This row has an invalid format This is not in the proper format for information to process. 3 Invalid Row on File This row has an invalid format This is not in the proper format for information to process. 3 Invalid Row on File This row has an invalid format This is not in the proper format for inform	

Step	Action					
3	Click the Export icon if you would like to download a list of errors for your records.	Cost https://i5w10.osc.state	t Online	er Report File Upload X	n ☆ 3 Thomas P. DiNapoli	
	If you don't wish to download the list of errors, skip to step 12.	NYSLRS Website • Account	Homepage		State Comptroller Help Contact Us Sign out	
	Note: Initially, you will see up to three errors in the Report Errors section. If there are more than three errors, use [<] or [>] to navigate through the list, or click the View All link.	Location 10028 Report Date 02/08/2019 Control Errors Field Name	NASSAU COUNTY	NASSAU COUNTY Report Type Regular Report Format Enhanced Personalize Find View All 2 III Error Message Error Description		
		Report Errors Row No. NYSLRS ID	Field Name	halize Find View All 2 3 st (1-3 of 19) Last Error Description		
			2	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.
		The err	ors listed above require correction	before the file can be processed. F	Please download these errors for your records.	

Step	Action		
4.	The Notification toolbar will appear. Click the arrow next to the Save button.	If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File". Please close this window after download has completed	ک ہ ۔ ش ش ش
5	A drop-down menu will appear. Choose the appropriate option. Save as	Do you want to open or save ps.xts from r5w6.osc.state.ny.us? 0 pen Save Save as Save and o 4	pen 5

Step	Action								
6.	6. A Save As window will appear. Use this window								
	to choose a location where	Organize 🔻 New folder	8== 👻 🕢						
	you would like to save the document. Use the File name field to name the document. By default, The Save as type is 'Excel Worksheet.'	Image: Second Places Name Date modified Image: Second Places Name Date modified Image: Second Places Image: Second Places Name Image: Second Places Image: Second Places Name	ed Type Size						
7.	Click the Save button.	File name: Errors Save as type: Microsoft Excel 97-2003 Worksheet (*.xls)	6 7 Save Cancel						

Step	Action			
Step 8.	The Notification toolbar will appear. Click the Open button. Open	The second secon	Employer Reporting Dashboard of 15w6.osc.state.ny.us × nit the download by clicking on its Information Bar and selecting "Download File" ted	- ● ● × ↔
		The Errors.xls download has completed.	8 Open ▼ Open folder View o	Sownloads × ~

Step	Action		
Step 9.	Action Depending on your computer's software and settings, a Microsoft Excel pop-up may display a warning. Click the Yes button. Note: Retirement Online is a trusted and secure portal.	Image: Solution of the set of the s	
		READY	

Step	Action		
10	The Excel document will open. Here you can see	FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW REVIEW Calibri 11 A* A* = = >* E General Image: Conditional Formatting* Image: Layout and the part of the pa	
	Online found.	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	sort & Find & Filter ▼ Select ▼ Editing ▲
	To close the document,	A B C D E F G H	I J 🔺
	click the Close Document	1 Row No. NYSLRS ID Field Name Error Message Error Description 2 1 Invalid Row on File This row has an invalid format This rom the proper format for	
	(X) button.	3 2 Invalid Row on File This row has an invalid format information to process. This is not in the proper format for This is not in the proper format for	
	×	4 3 Invalid Row on File This row has an invalid format information to process. 5 4 Invalid Row on File This row has an invalid format information to process.	
		6 5 Invalid Row on File This row has an invalid format information to process. This is not in the proper format for	
		7 6 Invalid Row on File This row has an invalid format information to process. x 7 Invalid Row on File This row has an invalid format information to process.	
		9 8 Invalid Row on File This is not in the proper format for 9 8 Invalid Row on File This is not in the proper format for	
		10 9 Invalid Row on File This row has an invalid format information to process. 10 9 Invalid Row on File This is not in the proper format for This is not in the proper format for	
		11 10 Invalid Row on File This row has an invalid format information to process. 12 11 Invalid Row on File This row has an invalid format This is not in the proper format for 12 11 Invalid Row on File This row has an invalid format Information to process.	
		13 12 Invalid Row on File This row has an invalid format information to process. This is not in the proper format for	
		14 13 Invalid Row on File This row has an invalid format information to process. 15 14 Invalid Row on File This row has an invalid format 15 14 Invalid Row on File This row has an invalid format	•
		READY	+ 100%

Step	Action		
11	In downloading the Excel document, a second browser window may also have opened. Click the Close Tab (X) button to close this second browser window and return to <i>Retirement Online</i> .	Image: Second	

Step	Action						
12	The File Upload Errors Details page will appear.	← → M https:///5w6.osc.state.ny.us:82 →					
	Report errors listed on this page must be corrected in the txt file and the	ACUICINCI UNINE SNYSLRS	Thomas P. DiNapol State Comptroller				
	revised .txt file must be uploaded to <i>Retirement</i> <i>Online</i> . Click the Return to Dashboard link to upload	Location 10028 NASSAU COUNTY Report Type Regular Report Date 02/08/2019 Report Format Enhanced					
		Control Errors Personalize Fin Field Name Error Message Error Description	1 View All 🔄 🔜 First 🚯 1 of 1 🕑 Last				
		Report Errors Personalize Find 1	/iew All 🔄 🛄 First 🕚 1-3 of 19 🕦 Last				
	the revised file. Return to Dashboard	Row No. NY SLRS ID Field Name Error Message Error Descrip 1 Invalid Row on File This row has an invalid format This is not in	the proper format for information to process.				
		2 Invalid Row on File This row has an invalid format This is not in	the proper format for information to process.				
		3 Invalid Row on File This row has an invalid format This is not in	the proper format for information to process.				
		The errors listed above require correction before the file can be processed. Please downloa	1 these errors for your records.				

Step	Action										
13	Action The Employer Reporting Dashboard page will appear. Click the File Upload button. File Upload	Image: State Stat								mas P. DiNapoli tate Comptroller Contact Us Sign out	
											Find 1
		Date Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Se Credit Pay
		019 20190120009	3 Initiated	Enhanced	Enroll/Job	0.00	\$0.00)			
		019 20190120009	2 Posted	Enhanced	Regular	0.00	\$-500.00)			
		019 20190120009	1 Posted	Enhanced	Regular	0.00	\$0.00				
	0	018 201812200091	2 Posted	Enhanced	Enroll/Job	0.00	\$0.00				
		n Status Details/File	Upload/Pre Si	ubmission)		0.00					~
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Step	Action		
14	The <i>File Upload</i> page will appear.	← → https://r5w10.osc.state.ny.us.8 ♀ -	- @ × 企 ☆ 袋
	Enter the totals from your revised .txt file into all of the required fields again.	Retirement Online SNYSLRS NYSLRS Website • Account Homepage	Thomas P. DiNapol State Comptroller Help Contact Us Sign out
	Click the Browse button to		1.000 Longer: 000000000000000000000000000000000000
	locate the revised .txt file on your device. Browse	Report Date: 02/08/2019 iii Total Days: 20.00 \$1,000.00	^
	Note : The <i>Upload a</i> <i>Regular Monthly Report</i> <i>File</i> job aid reviews how to upload a file.	Total Pre Tax Contributions: \$150.00 Total Post Tax Contributions: \$40.00 Total Loan Payments: \$30.00 Pre Tax Service Credit Payments: \$20.00	
15	Once the revised file has been selected, click the Initiate Report button to upload it. Initiate Report	Post Tax Service Credit Payments: \$10.00 Total Payments: \$250.00 Total Record Count: 2 File to Upload: RegularReport11302018.txt Initiate Report 15	Browse 14

Step	Action									
16	The Employer Reporting Dashboard page will appear. Click the Refresh button to	Image: Sector Constraints Image: Sector Constraints Image: Sector Constraints Image: Sector Constraints Image: Sector Constraints Image: Sector Constraints Image: Sector Constraints Image: Sector Constraints								
	see the Run Status of the	NYSLRS Website Account Homepage Help Contact Us Sign out Sign out								
	new uploaded file. Refresh									
		Submission Status Details(File Upload/Pre Submission)								
		Refresh 16								
		Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Personali: Submitted Through	ze Find	
		1 370	97 02/08/2019	Enhanced	Regular	02/08/19 3:44PM	Processing	File Upload Page		
		2 370	96 02/08/2019	Enhanced	Regular	02/08/19 3:38PM	No Success	File Upload Page	Error D	
		3 259	19 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:59AM	Ready for Submission	File Upload Page	Proces	
		4 258	33 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:48AM	No Success	File Upload Page	Proces contact	
		5 258	19 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:46AM	Ready for Submission	File Upload Page	Proces	
1									~	
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Step	Action									
17	If the Run Status changes to 'Ready for Submission,' you have successfully corrected the report errors.	Retir	ps://r5w10.osc.state	ny.us:8 P - @ c T Onlir & NYSL Homepage	S Employer Report	Thomas P. DiNapoli State Comptroller Help_Contact Us				
	If the Run Status still says 'Failed with File Errors,' repeat steps 2 – 16 until the status shows 'Ready for Submission'.	bmission Status Details(File Upload/Pre Submission) Refresh Personalize Find View Al								
	You have successfully corrected Report Errors encountered while uploading an enhanced report to <i>Retirement</i> <i>Online</i> .	Process Instance 1 370 2 259 3 258 4 258 5 258	Report Date 02/08/2019 02/06/2019 02/06/2019 02/06/2019 02/06/2019 02/06/2019	Report Format Enhanced Enhanced Enhanced Enhanced Enhanced	Report Type Regular Data Inrollment / Job Data Inrollment / Job Data Inrollment / Job Data	DateTime Stamp 02/08/19 3:38PM 02/06/19 10:59AM 02/06/19 10:48AM 02/06/19 10:46AM 02/06/19 10:46AM	Run Status Failed with File Errors No Success Ready for Submission Ready for Submission	Submitted Through File Upload Page File Upload Page	Error Details Process has fai contact NYSLR	
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