

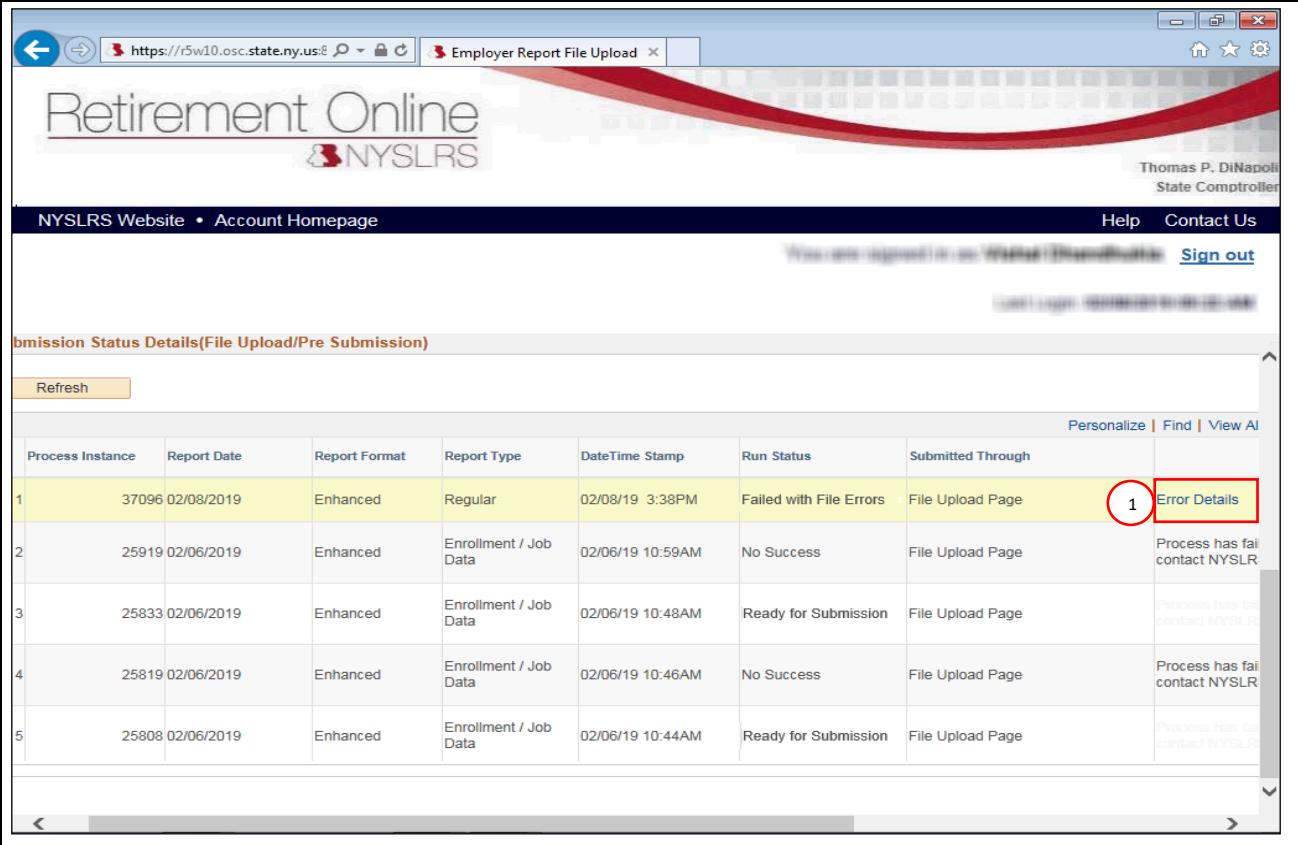
Thomas P. DiNapoli, State Comptroller



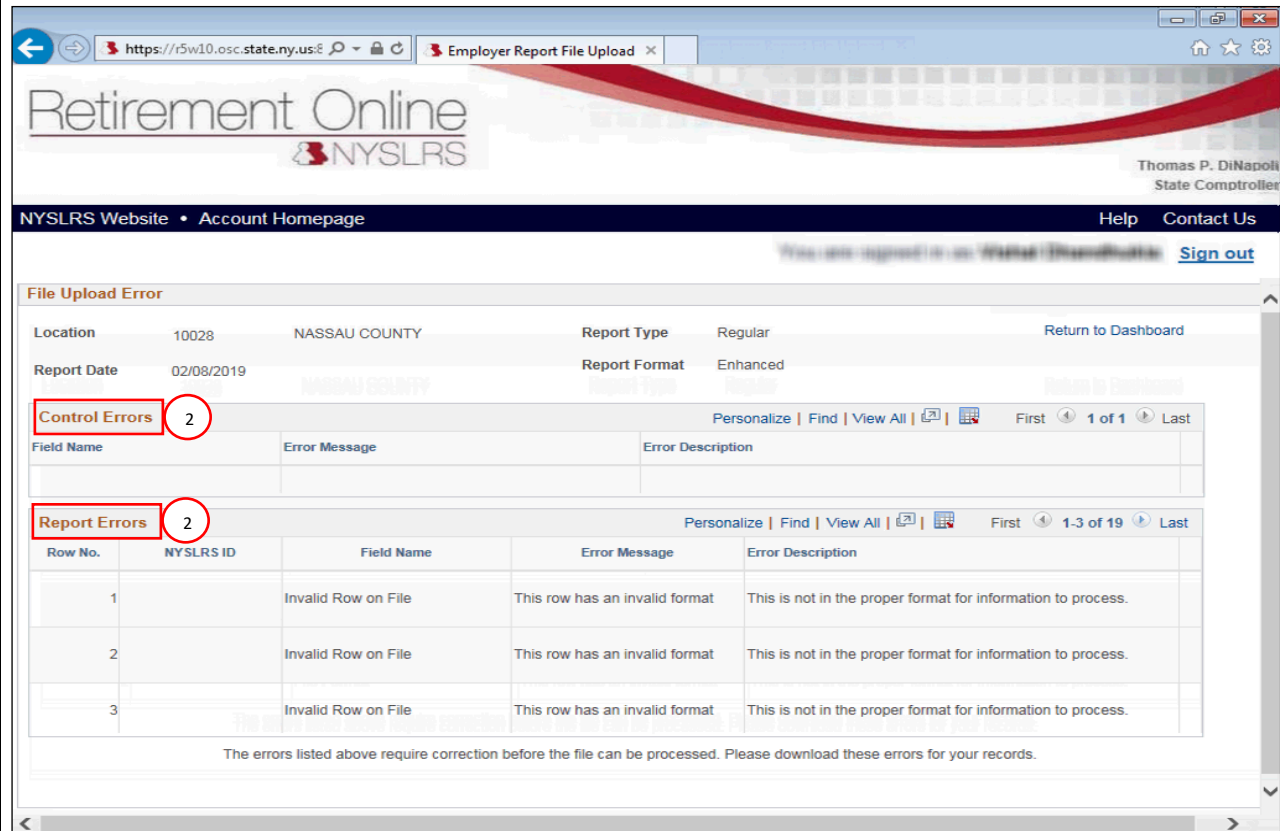
Correct Report Errors


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*.

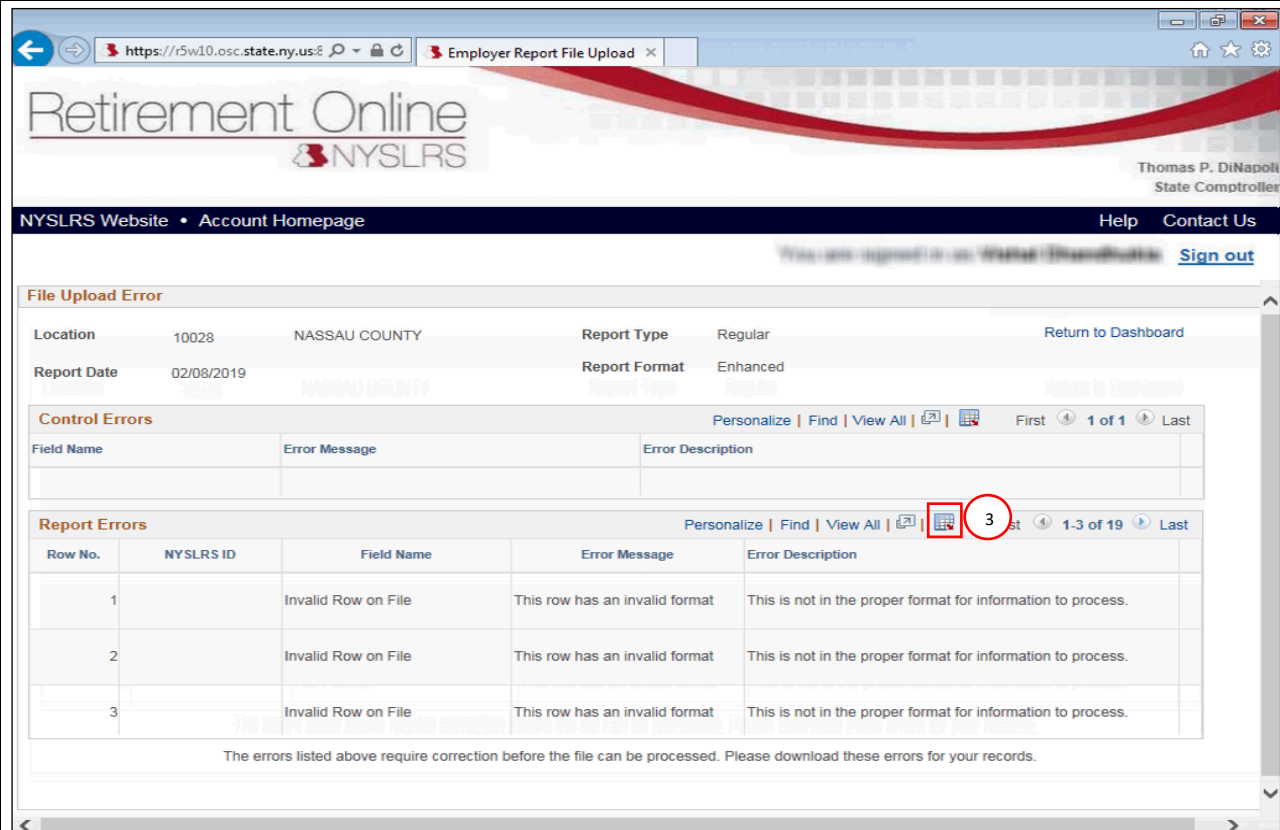
Report errors indicate formatting mistakes within the uploaded .txt file (such as an incorrectly formatted date).

Step	Action																																																	
<p>1.</p>	<p>After uploading a file, the Run Status column in the 'Submission Status Details (File Upload/Pre Submission)' section of the <i>Employer Reporting Dashboard</i> page may show 'Failed with File Errors'.</p> <p>Click the Error Details link.</p> <p>Error Details</p> <p>Note: You must review and correct errors before you can submit and your report.</p>	 <p>The screenshot shows the 'Retirement Online NYSLRS' website. The page title is 'Submission Status Details (File Upload/Pre Submission)'. There is a 'Refresh' button and a 'Personalize Find View All' link. The table below has the following data:</p> <table border="1"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> <th>Run Status Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>37096 02/08/2019</td> <td>Enhanced</td> <td>Regular</td> <td>02/08/19 3:38PM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> <td>1 Error Details</td> </tr> <tr> <td>2</td> <td>25919 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:59AM</td> <td>No Success</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> <tr> <td>3</td> <td>25833 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:48AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> <tr> <td>4</td> <td>25819 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:46AM</td> <td>No Success</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> <tr> <td>5</td> <td>25808 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:44AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	Run Status Details	1	37096 02/08/2019	Enhanced	Regular	02/08/19 3:38PM	Failed with File Errors	File Upload Page	1 Error Details	2	25919 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:59AM	No Success	File Upload Page	Process has fai contact NYSLR	3	25833 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:48AM	Ready for Submission	File Upload Page	Process has fai contact NYSLR	4	25819 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:46AM	No Success	File Upload Page	Process has fai contact NYSLR	5	25808 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:44AM	Ready for Submission	File Upload Page	Process has fai contact NYSLR
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Step	Action
<p>2.</p>	<p>The <i>File Upload Error Details</i> 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 “<i>Correct Control Errors</i>” job aid for assistance.</p> <p>In this example, data in several rows of the uploaded .txt file was entered in an invalid format.</p> <p>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.</p>




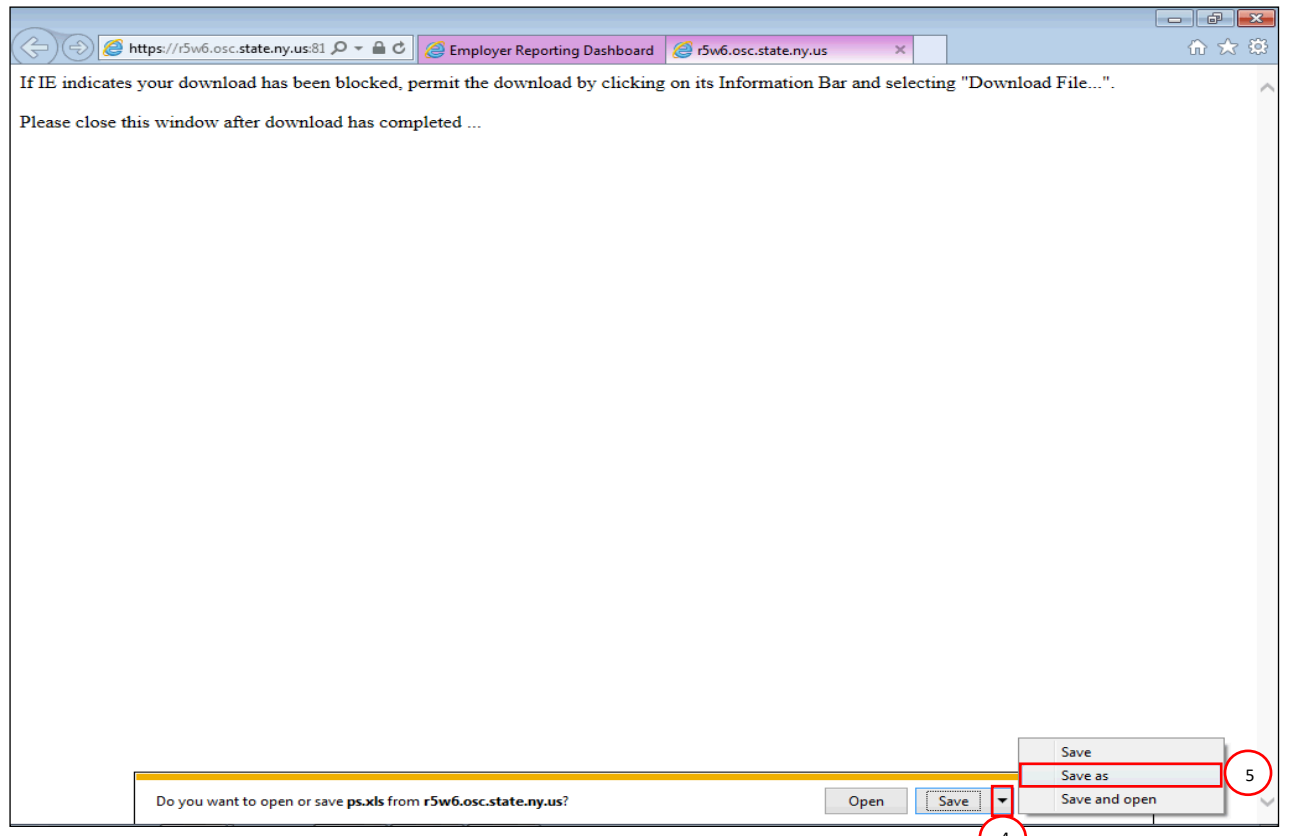

Step	Action
<p>3.</p>	<p>Click the Export icon if you would like to download a list of errors for your records.</p>  <p>If you don't wish to download the list of errors, skip to step 12.</p> <p>Note: Initially, you will see up to three errors in the Report Errors section. If there are more than three errors, use [<] or [>] to navigate through the list, or click the View All link.</p>

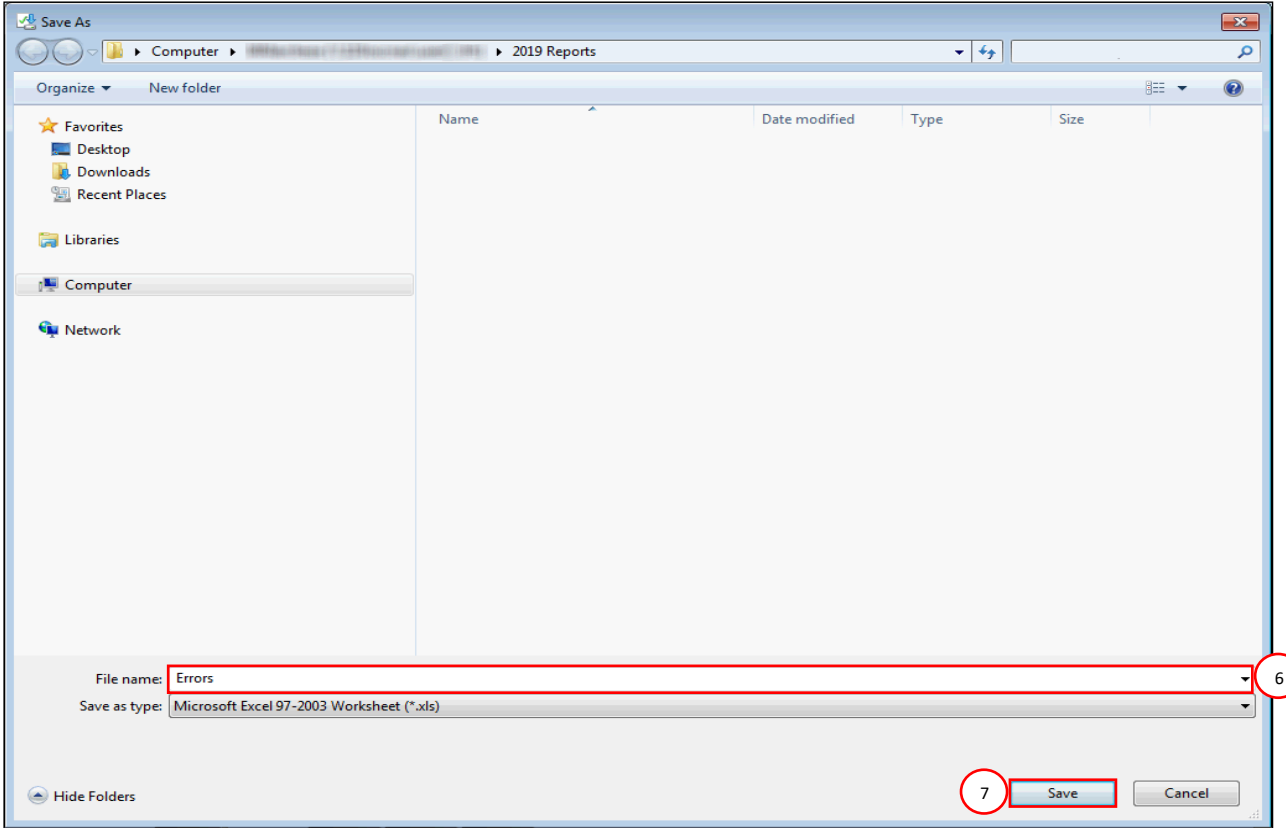


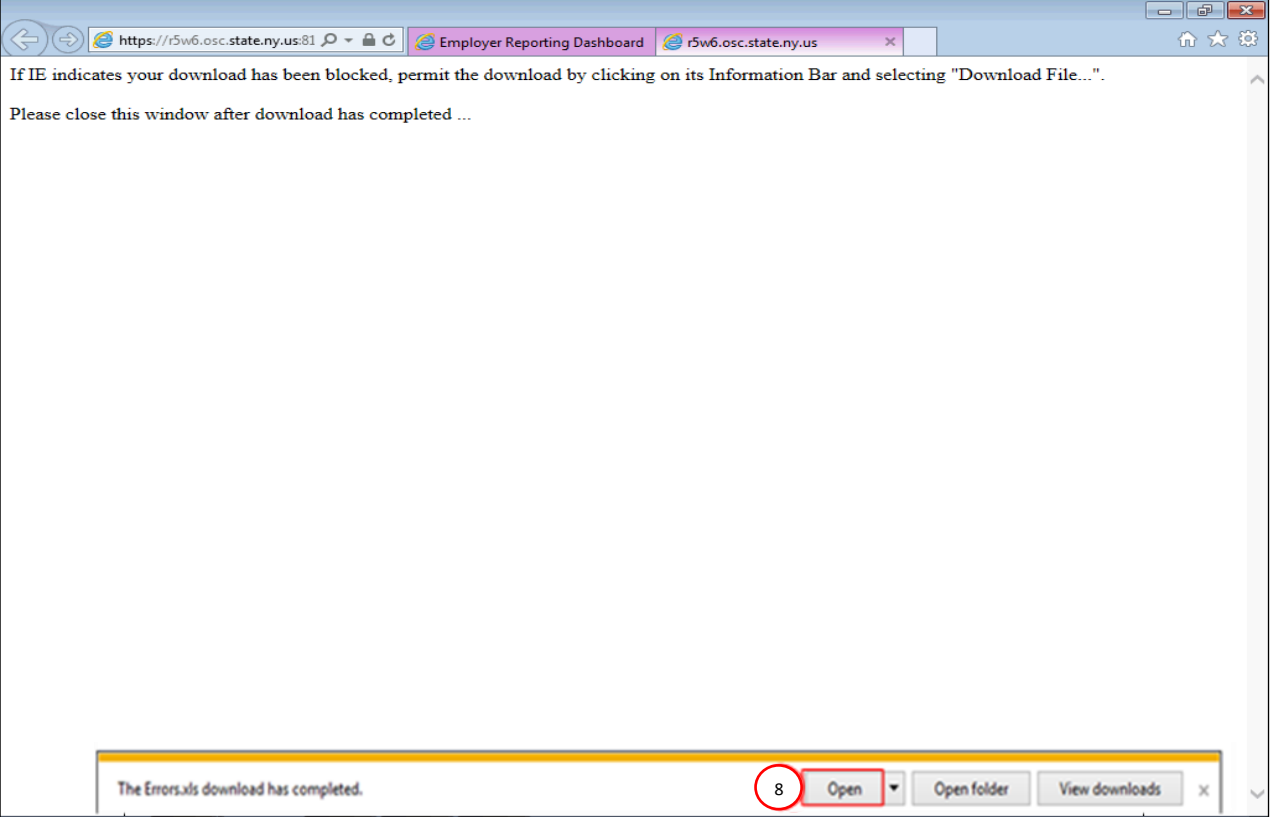
The screenshot shows the Retirement Online interface for Employer Report File Upload. It displays a 'File Upload Error' summary with details for Location (10028, NASSAU COUNTY), Report Type (Regular), and Report Date (02/08/2019). Below this, there are sections for 'Control Errors' and 'Report Errors'. The 'Report Errors' section contains a table with three rows of errors, each stating 'Invalid Row on File' and 'This row has an invalid format'. A red box highlights the 'Export' icon in the table's toolbar, and the number '3' is circled next to it, indicating the number of errors.

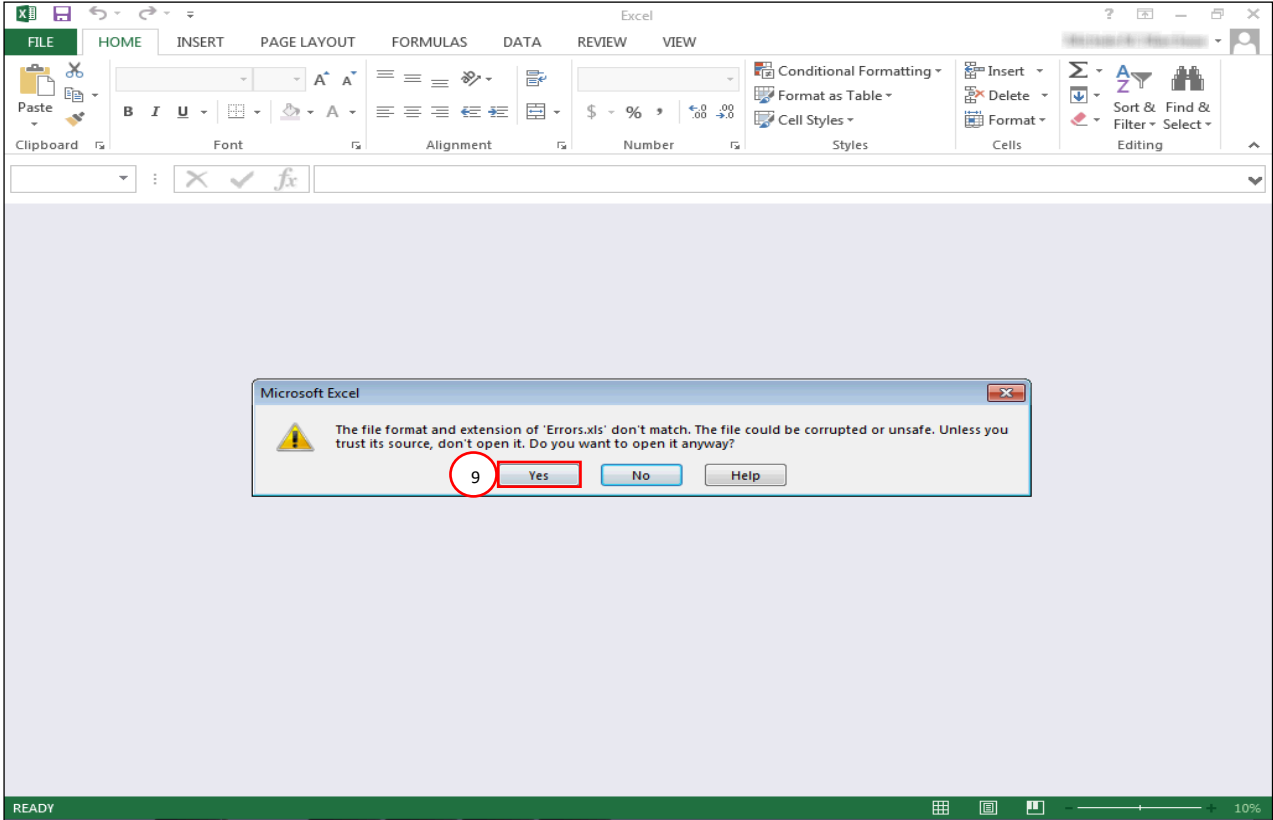
Row No.	NYSLRS ID	Field Name	Error Message	Error Description
1		Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.
2		Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.
3		Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.


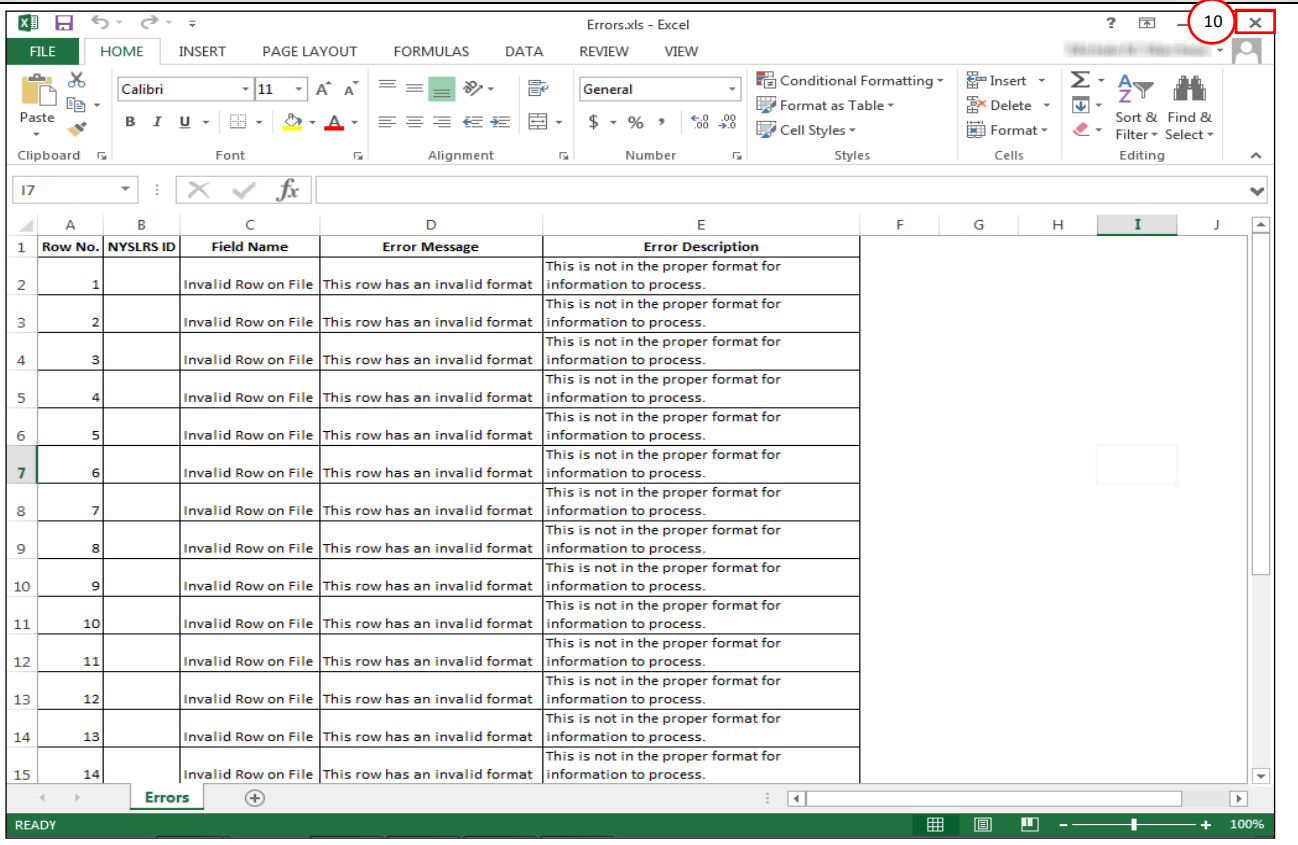
The errors listed above require correction before the file can be processed. Please download these errors for your records.


Step	Action	
4.	The Notification toolbar will appear. Click the arrow next to the Save button. 	
5.	A drop-down menu will appear. Choose the appropriate option. 	

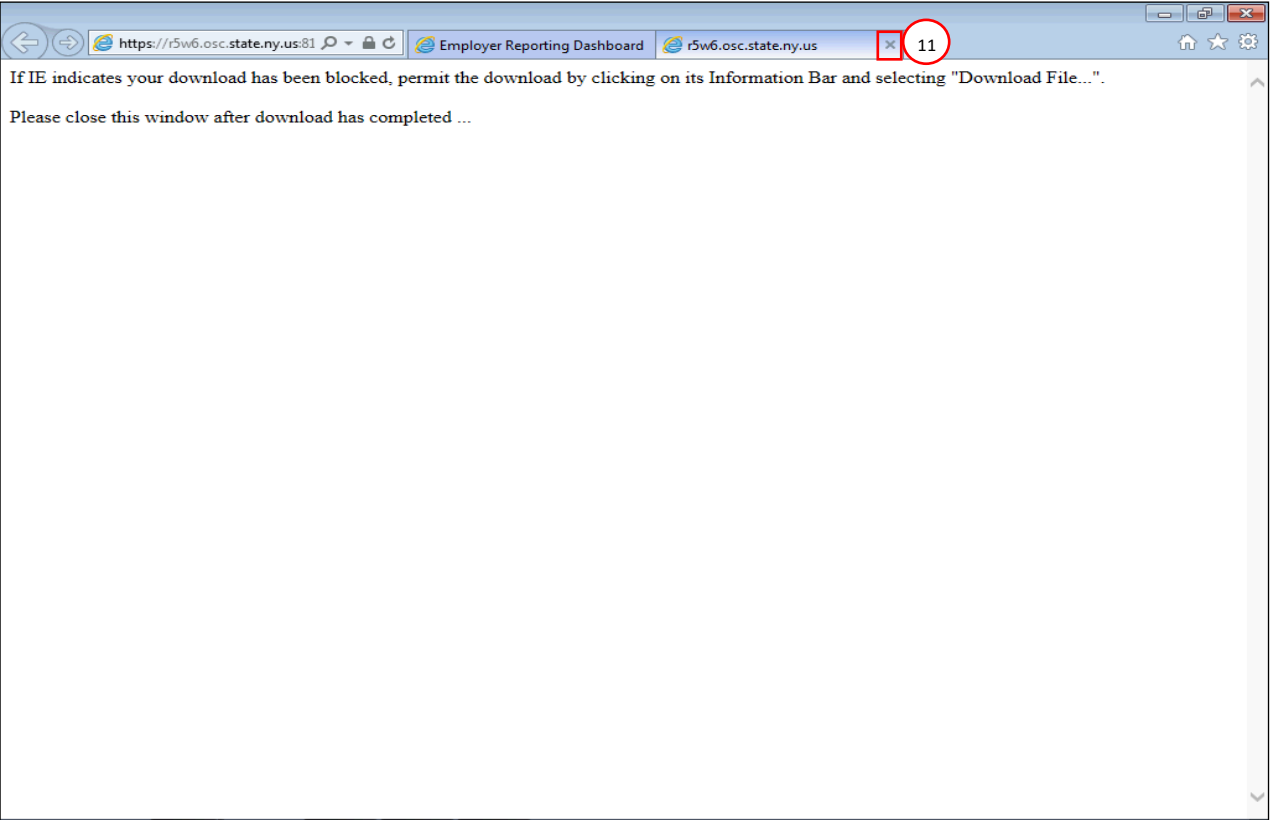
Step	Action	
6.	A Save As window will appear. Use this window to choose a location where you would like to save the document. Use the File name field to name the document. By default, The Save as type is 'Excel Worksheet.'	
7.	Click the Save button.	

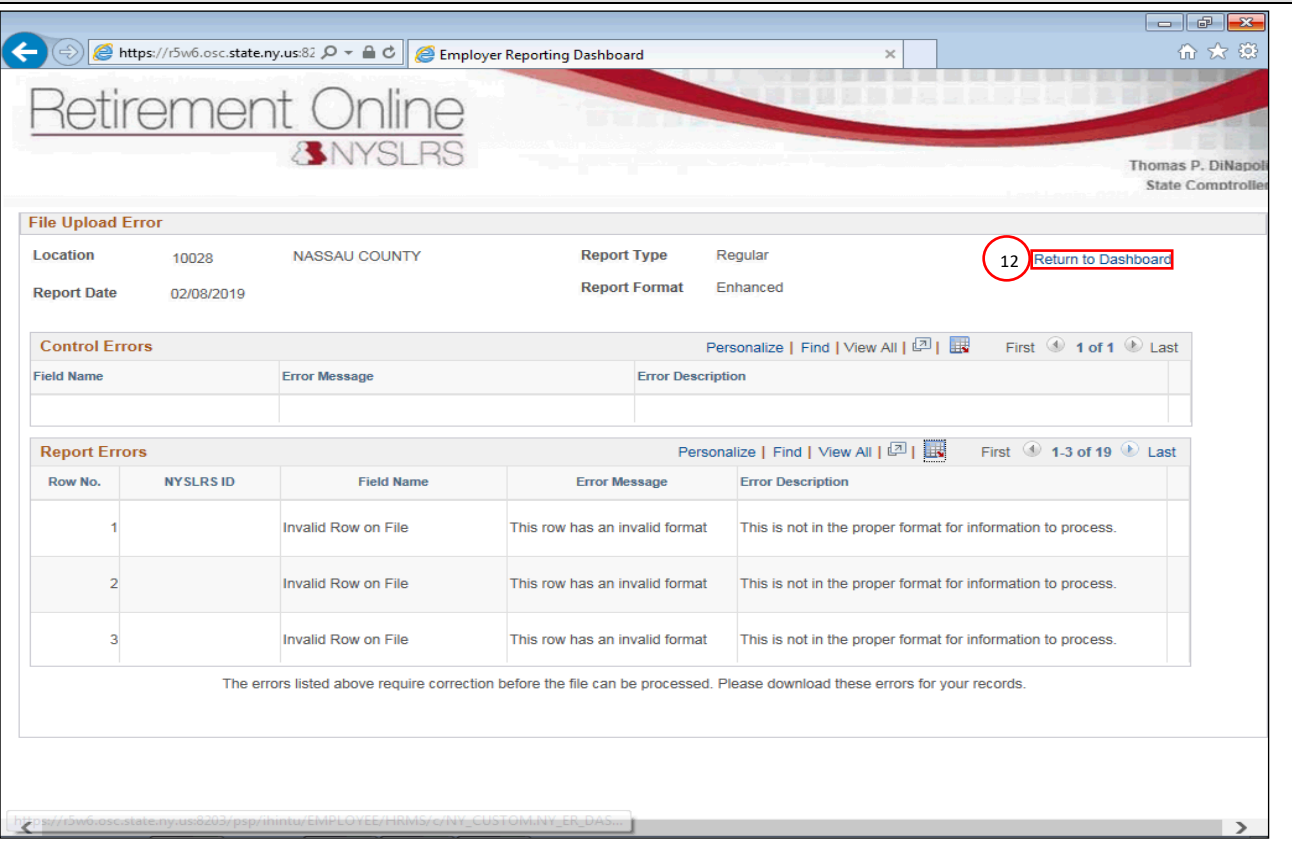
Step	Action
8.	<p>The Notification toolbar will appear. Click the Open button.</p>  <p>The screenshot shows a web browser window with the address bar displaying 'https://r5w6.osc.state.ny.us:81'. The page content includes instructions: 'If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...". Please close this window after download has completed ...'. At the bottom of the browser, a notification bar states 'The Errors.xls download has completed.' with an 'Open' button highlighted by a red circle and a red box. Other buttons in the notification bar include 'Open folder', 'View downloads', and a close button 'X'.</p>

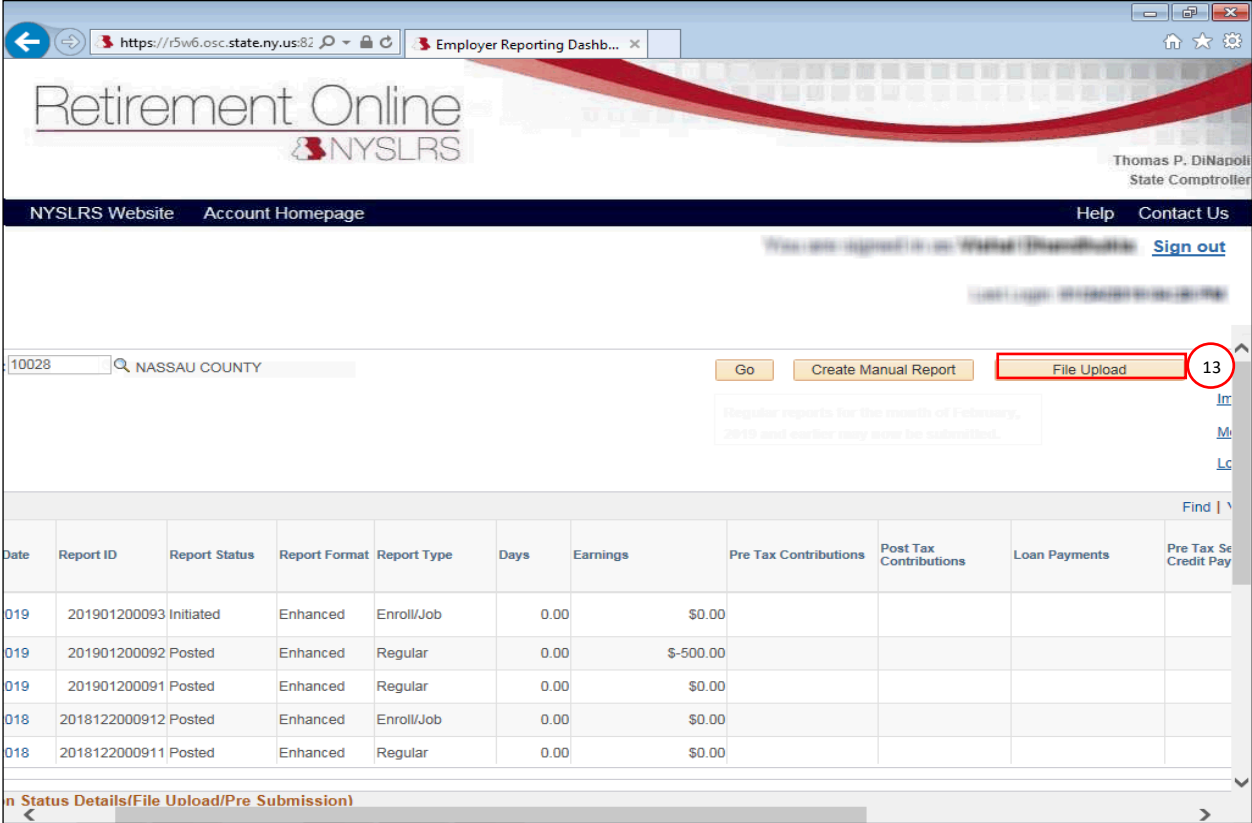
Step	Action
9.	<p>Depending on your computer's software and settings, a Microsoft Excel pop-up may display a warning. Click the Yes button.</p> <p>Note: <i>Retirement Online</i> is a trusted and secure portal.</p> 

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<p>10</p> <p>The Excel document will open. Here you can see the errors <i>Retirement Online</i> found.</p> <p>To close the document, click the Close Document (X) button.</p> 	 <table border="1"> <thead> <tr> <th>Row No.</th> <th>NYSLRS ID</th> <th>Field Name</th> <th>Error Message</th> <th>Error Description</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>2</td><td>1</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>3</td><td>2</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>4</td><td>3</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>5</td><td>4</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>6</td><td>5</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>7</td><td>6</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>8</td><td>7</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>9</td><td>8</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>10</td><td>9</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>11</td><td>10</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>12</td><td>11</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>13</td><td>12</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>14</td><td>13</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> <tr><td>15</td><td>14</td><td>Invalid Row on File</td><td>This row has an invalid format</td><td>This is not in the proper format for information to process.</td></tr> </tbody> </table>	Row No.	NYSLRS ID	Field Name	Error Message	Error Description	1		Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	2	1	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	3	2	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	4	3	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	5	4	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	6	5	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	7	6	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	8	7	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	9	8	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	10	9	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	11	10	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	12	11	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	13	12	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	14	13	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.	15	14	Invalid Row on File	This row has an invalid format	This is not in the proper format for information to process.
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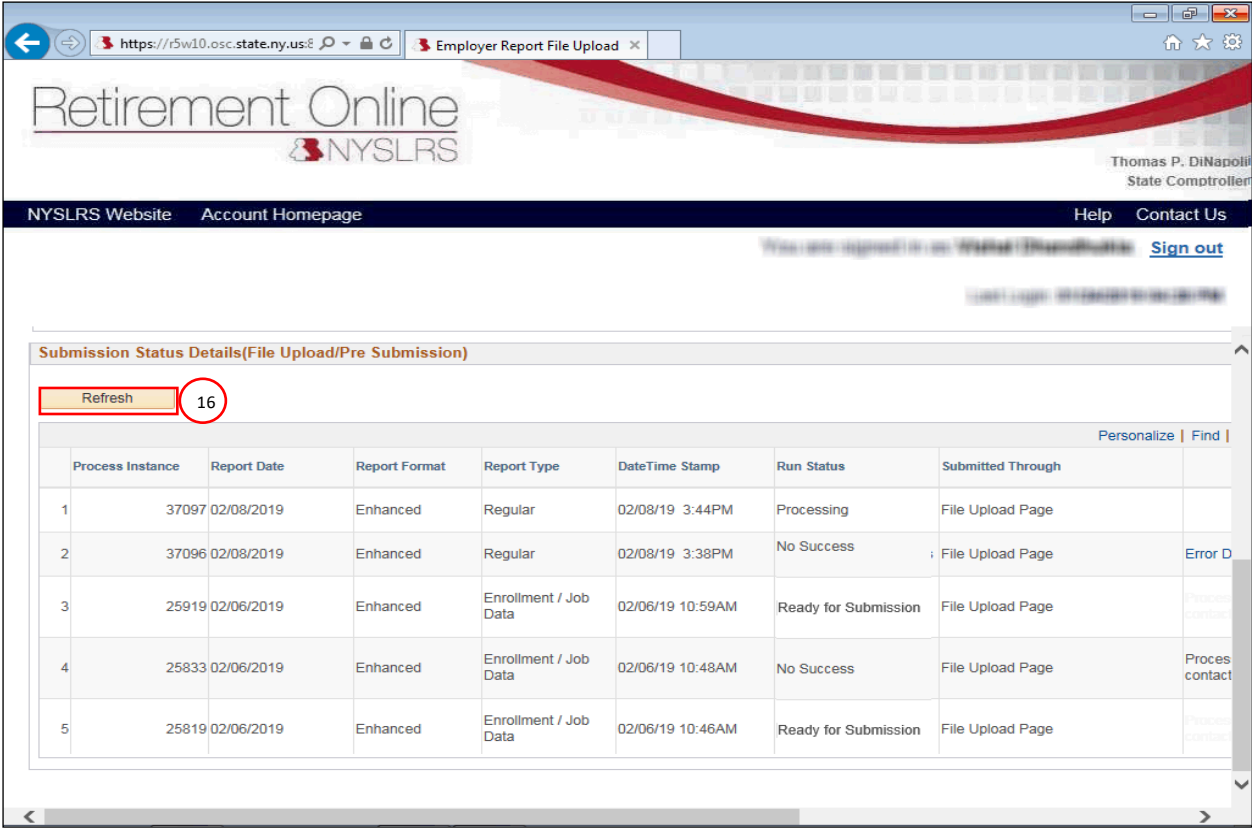
Step	Action
<p>11</p>	<p>In downloading the Excel document, a second browser window may also have opened. Click the Close Tab (X) button to close this second browser window and return to <i>Retirement Online</i>.</p> 

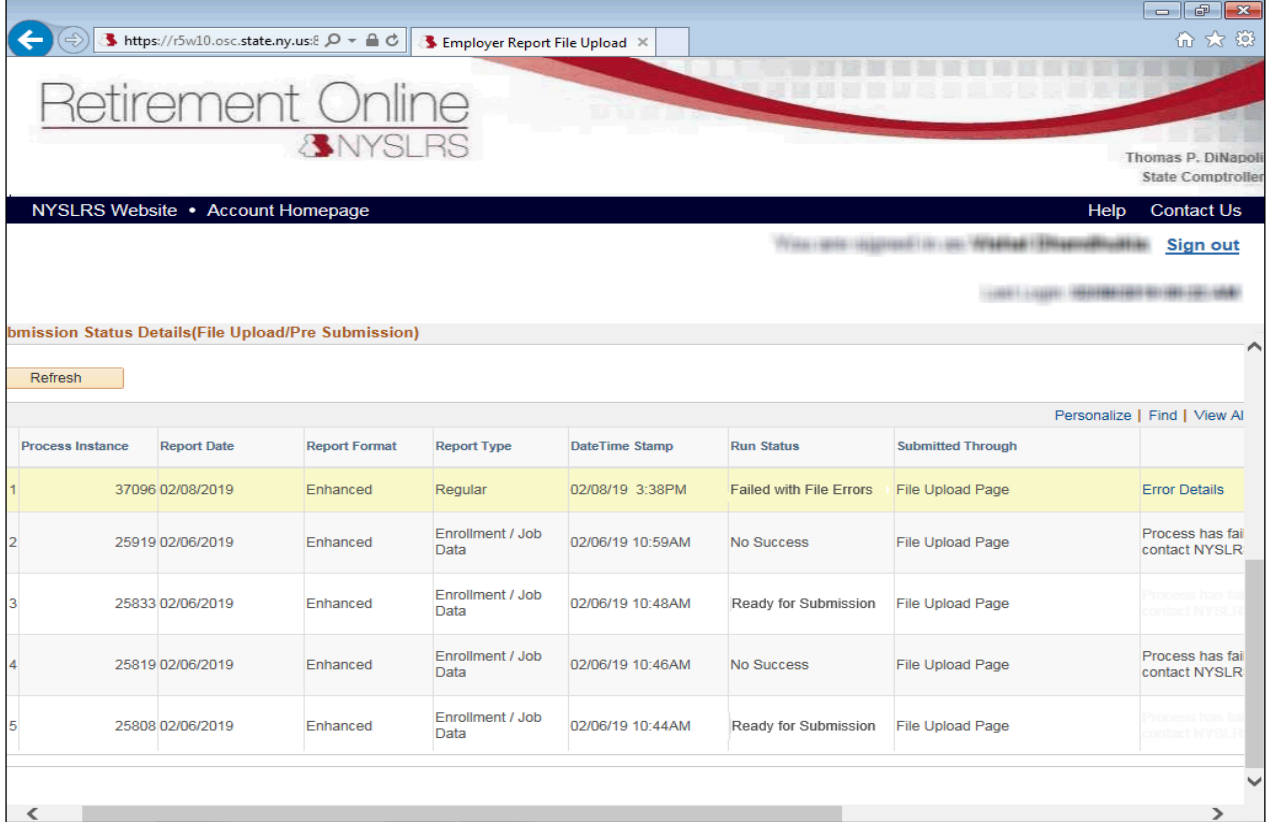


Step	Action
<p>12</p>	<p>The <i>File Upload Errors Details</i> page will appear.</p> <p>Report errors listed on this page must be corrected in the .txt file, and the revised .txt file must be uploaded to <i>Retirement Online</i>.</p> <p>Click the Return to Dashboard link to upload the revised file.</p> <p>Return to Dashboard</p> 

Step	Action
<p>13</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>Click the File Upload button.</p> 

Step	Action	
<p>14</p>	<p>The <i>File Upload</i> page will appear.</p> <p>Enter the totals from your revised .txt file into all of the required fields again.</p> <p>Click the Browse button to locate the revised .txt file on your device.</p> <p>Browse</p> <p>Note: The <i>Upload a Regular Monthly Report File</i> job aid reviews how to upload a file.</p>	
<p>15</p>	<p>Once the revised file has been selected, click the Initiate Report button to upload it.</p> <p>Initiate Report</p>	

Step	Action																																										
<p>16</p> <p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>Click the Refresh button to see the Run Status of the new uploaded file.</p> <div data-bbox="268 509 493 553" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Refresh</div>	 <p>The screenshot shows the Retirement Online NYSLRS website. The page title is "Submission Status Details(File Upload/Pre Submission)". There is a "Refresh" button at the top left of the table area, which is circled in red with the number 16. Below the button is a table with the following data:</p> <table border="1" data-bbox="688 657 1879 990"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>37097 02/08/2019</td> <td>Enhanced</td> <td>Regular</td> <td>02/08/19 3:44PM</td> <td>Processing</td> <td>File Upload Page</td> </tr> <tr> <td>2</td> <td>37096 02/08/2019</td> <td>Enhanced</td> <td>Regular</td> <td>02/08/19 3:38PM</td> <td>No Success</td> <td>File Upload Page</td> </tr> <tr> <td>3</td> <td>25919 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:59AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>4</td> <td>25833 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:48AM</td> <td>No Success</td> <td>File Upload Page</td> </tr> <tr> <td>5</td> <td>25819 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:46AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	1	37097 02/08/2019	Enhanced	Regular	02/08/19 3:44PM	Processing	File Upload Page	2	37096 02/08/2019	Enhanced	Regular	02/08/19 3:38PM	No Success	File Upload Page	3	25919 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:59AM	Ready for Submission	File Upload Page	4	25833 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:48AM	No Success	File Upload Page	5	25819 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:46AM	Ready for Submission	File Upload Page
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<p>17</p>	<p>If the Run Status changes to 'Ready for Submission,' you have successfully corrected the report errors.</p> <p>If the Run Status still says 'Failed with File Errors,' repeat steps 2 – 16 until the status shows 'Ready for Submission'.</p> <p>You have successfully corrected Report Errors encountered while uploading an enhanced report to <i>Retirement Online</i>.</p>	 <p>The screenshot shows the Retirement Online website interface. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this is a header section with a 'Refresh' button and a table titled 'Submission Status Details (File Upload/Pre Submission)'. The table has columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, Submitted Through, and Error Details. The first row is highlighted in yellow and shows a 'Failed with File Errors' status. The other rows show 'Ready for Submission' or 'No Success' statuses.</p> <table border="1"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> <th>Error Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>37096 02/08/2019</td> <td>Enhanced</td> <td>Regular</td> <td>02/08/19 3:38PM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> <td>Error Details</td> </tr> <tr> <td>2</td> <td>25919 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:59AM</td> <td>No Success</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> <tr> <td>3</td> <td>25833 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:48AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> <tr> <td>4</td> <td>25819 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:46AM</td> <td>No Success</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> <tr> <td>5</td> <td>25808 02/06/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>02/06/19 10:44AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> <td>Process has fai contact NYSLR</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	Error Details	1	37096 02/08/2019	Enhanced	Regular	02/08/19 3:38PM	Failed with File Errors	File Upload Page	Error Details	2	25919 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:59AM	No Success	File Upload Page	Process has fai contact NYSLR	3	25833 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:48AM	Ready for Submission	File Upload Page	Process has fai contact NYSLR	4	25819 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:46AM	No Success	File Upload Page	Process has fai contact NYSLR	5	25808 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:44AM	Ready for Submission	File Upload Page	Process has fai contact NYSLR
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1	37096 02/08/2019	Enhanced	Regular	02/08/19 3:38PM	Failed with File Errors	File Upload Page	Error Details																																											
2	25919 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:59AM	No Success	File Upload Page	Process has fai contact NYSLR																																											
3	25833 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:48AM	Ready for Submission	File Upload Page	Process has fai contact NYSLR																																											
4	25819 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:46AM	No Success	File Upload Page	Process has fai contact NYSLR																																											
5	25808 02/06/2019	Enhanced	Enrollment / Job Data	02/06/19 10:44AM	Ready for Submission	File Upload Page	Process has fai contact NYSLR																																											