


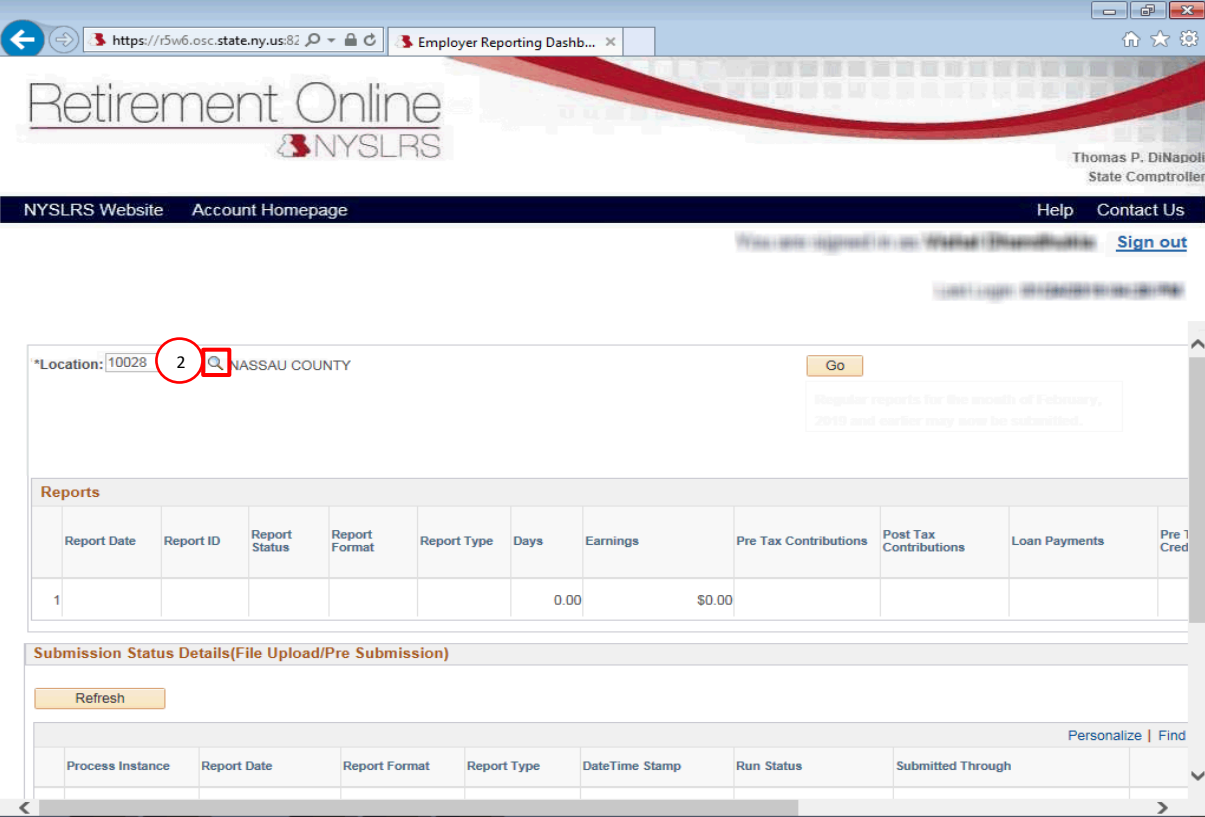


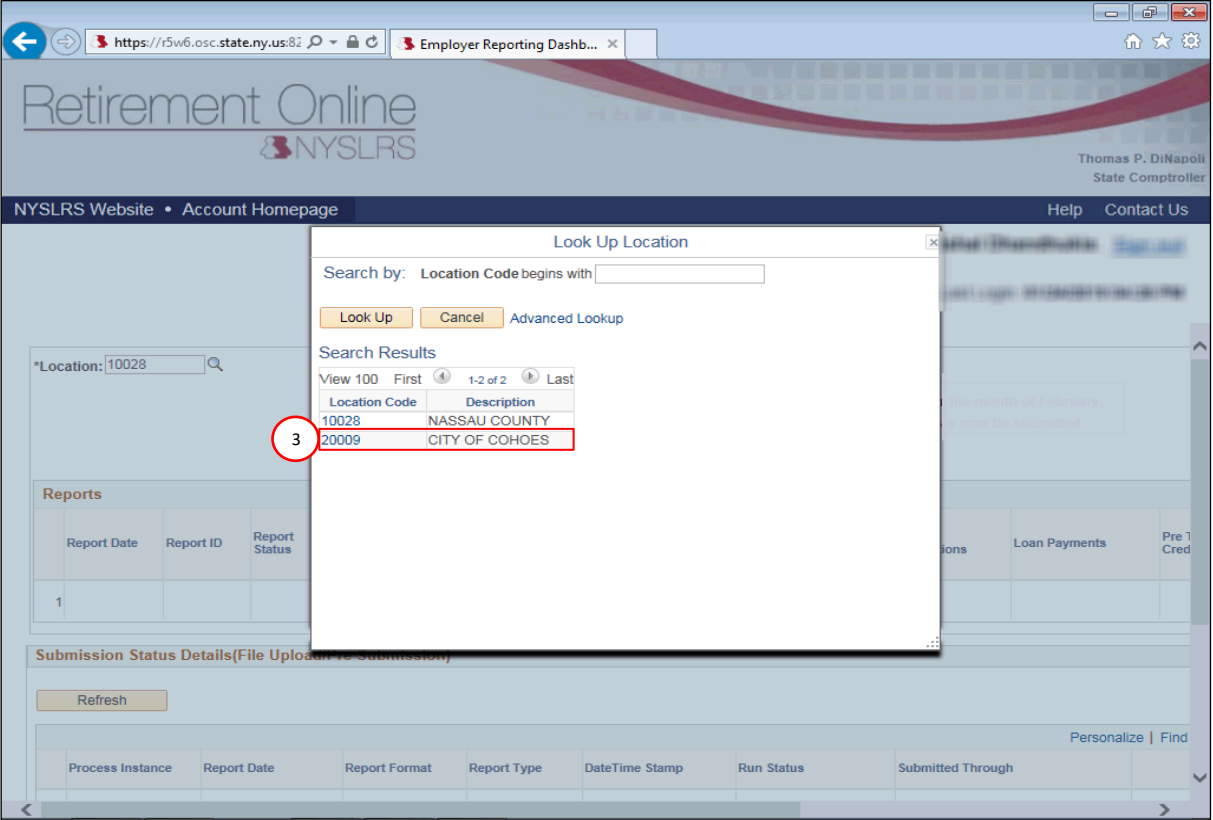
## Correct Business Validation Errors and Warnings

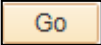
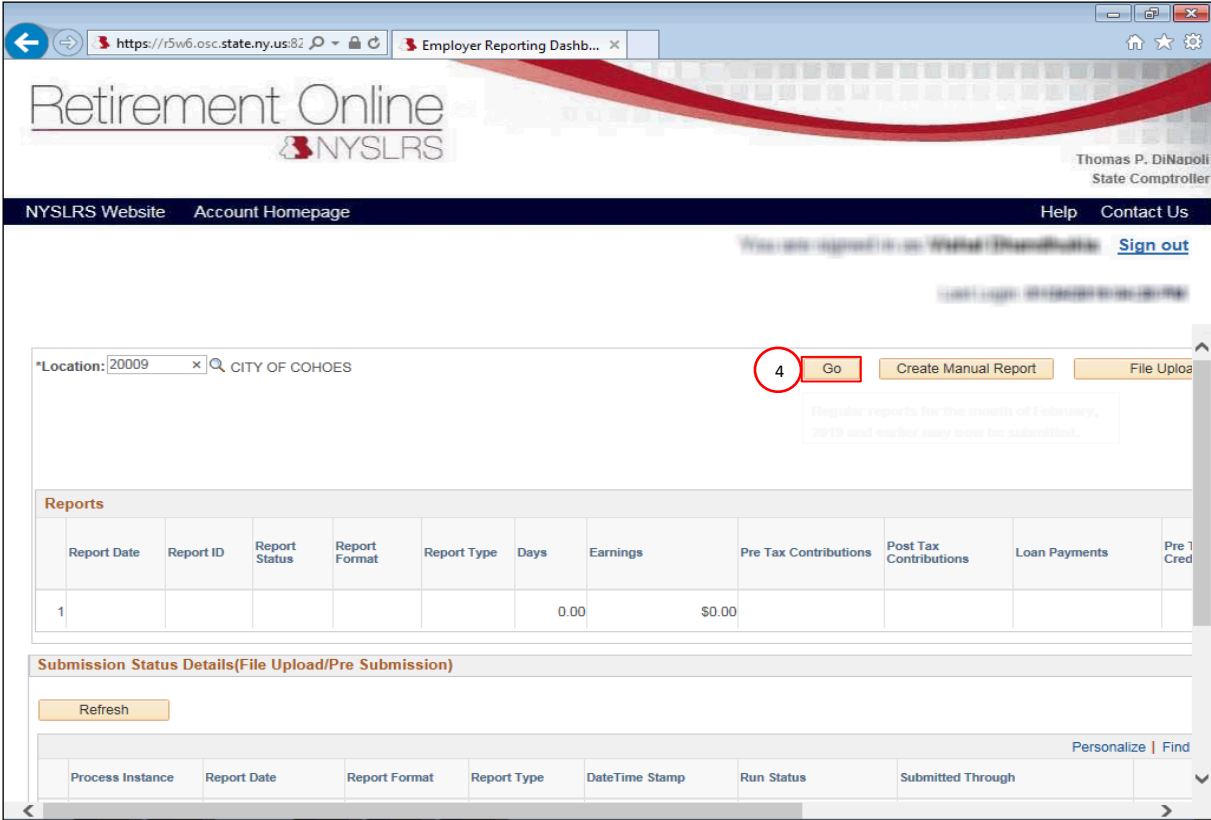
This job aid shows you (as an Employer Reporting Submitter) how to correct business validation errors and warnings you may encounter while using the enhanced reporting format in *Retirement Online*.

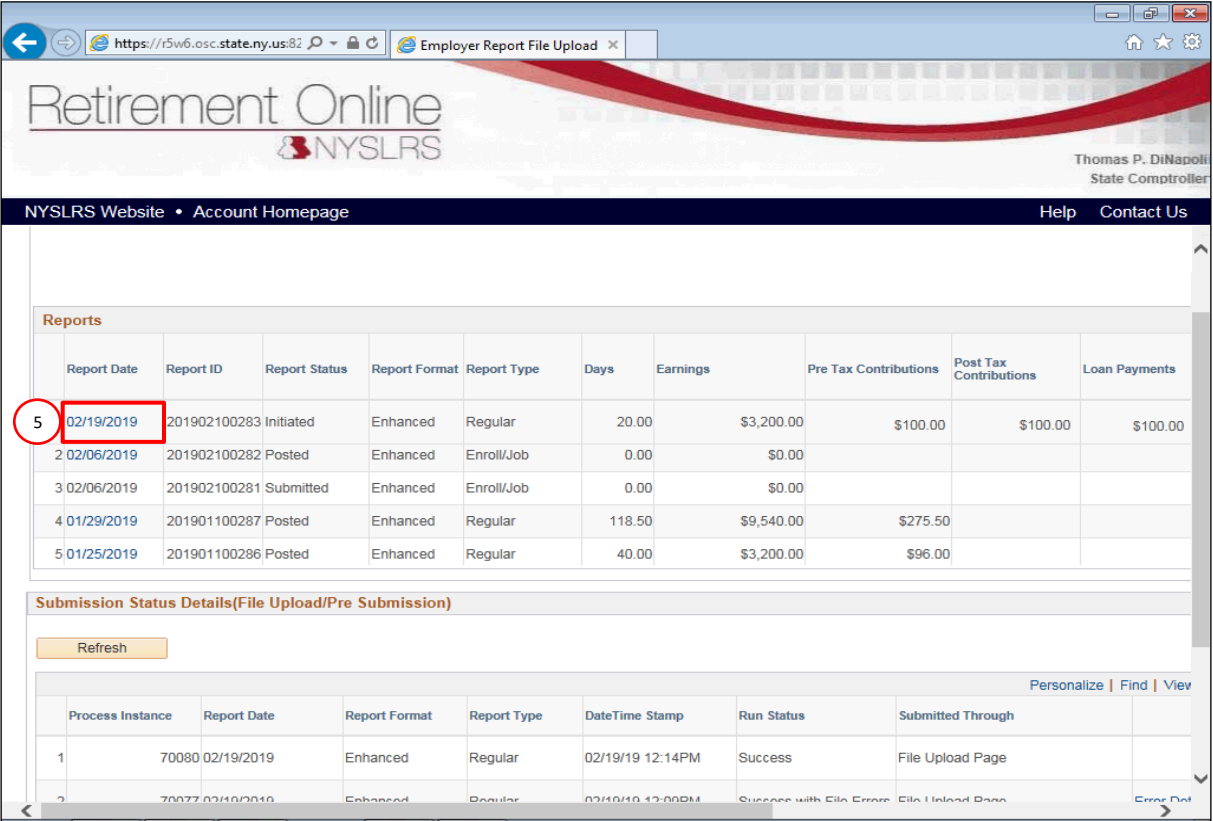
Business validation errors and warnings should be addressed before you submit and post each report.

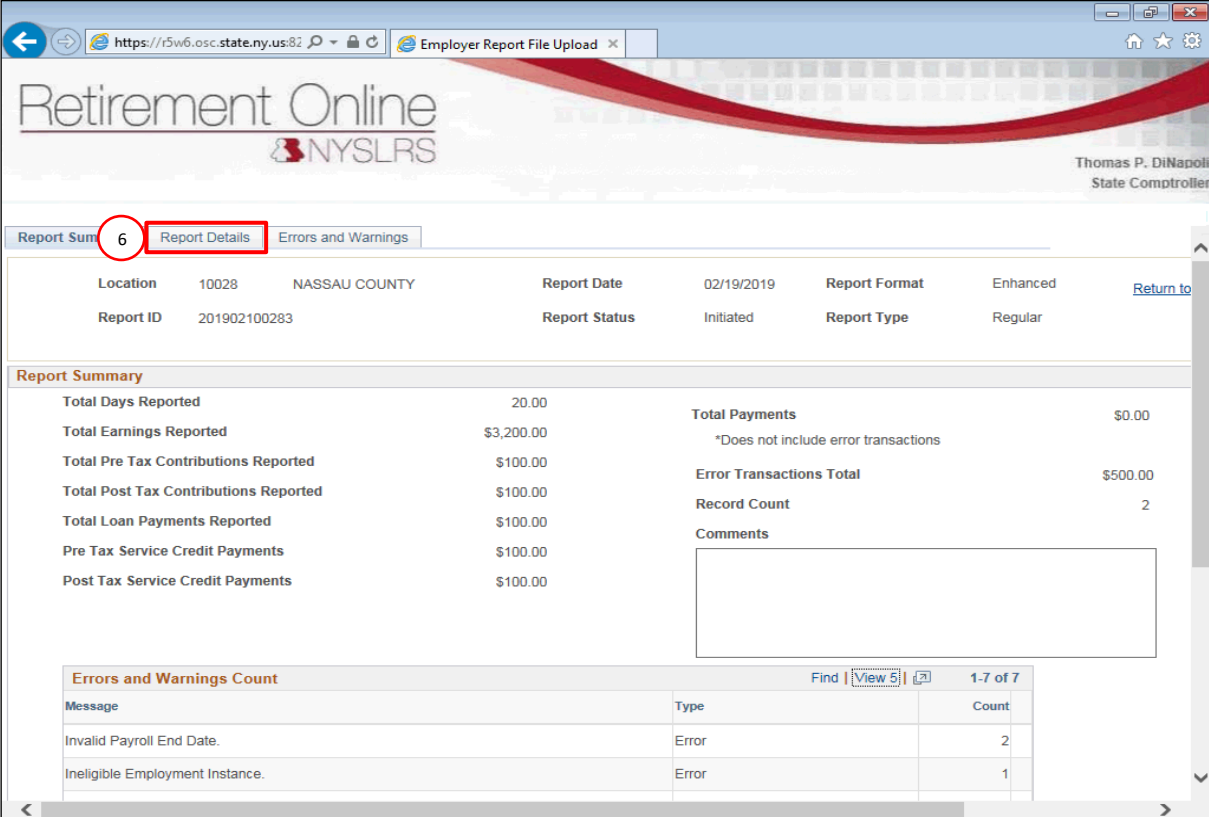
Step	Action																					
<p>1.</p>	<p>From the <i>Retirement Online Account Homepage</i>, click the <b>Access Reporting Dashboard</b> button.</p> <p><b>Access Reporting Dashboard</b></p>	<p>The screenshot shows the Retirement Online NYSLRS Account Homepage. The browser address bar displays <a href="https://r5w6.osc.state.ny.us:82">https://r5w6.osc.state.ny.us:82</a>. The page header includes the NYSLRS logo and the name of Thomas P. DiNapoli, State Comptroller. The navigation bar contains links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. A 'Sign out' link is also present. The main content area features a 'Notifications' section with a table of three entries:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1 05019: New Loan/SCP Deduction</td> <td>12/02/2018</td> </tr> <tr> <td>2 05019: New Loan/SCP Deduction</td> <td>12/02/2018</td> </tr> <tr> <td>3 05019: New Loan/SCP Deduction</td> <td>12/03/2018</td> </tr> </tbody> </table> <p>To the right of the notifications is a 'I want to...' menu with the following options:</p> <ul style="list-style-type: none"> <li>Make a Request</li> <li>Change My Password</li> <li>Manage My Security Profile</li> <li>View My Scheduled Events</li> <li>Find Documents</li> <li>See NYSLRS News</li> <li>Manage Contact List</li> <li>Manage Security Access</li> <li>Request Plan Upgrade</li> <li>Update My Account Email</li> <li>Submit Disability Application</li> </ul> <p>Below the notifications is a row of buttons: <b>Access Reporting Dashboard</b>, Access Billing Dashboard, Access Enrollment Dashboard, and Access Employee Report History. The <b>Access Reporting Dashboard</b> button is circled in red.</p> <p>Below this row is a 'My Cases' section with a table containing one case:</p> <table border="1"> <thead> <tr> <th>Case ID Number</th> <th>Type</th> <th>Status</th> <th>Date Opened</th> <th>Applicant</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>42073878</td> <td>Employer Contact Change</td> <td>Open</td> <td>10/29/2018</td> <td></td> <td></td> </tr> </tbody> </table>	Description	End Date	1 05019: New Loan/SCP Deduction	12/02/2018	2 05019: New Loan/SCP Deduction	12/02/2018	3 05019: New Loan/SCP Deduction	12/03/2018	Case ID Number	Type	Status	Date Opened	Applicant	Member	42073878	Employer Contact Change	Open	10/29/2018		
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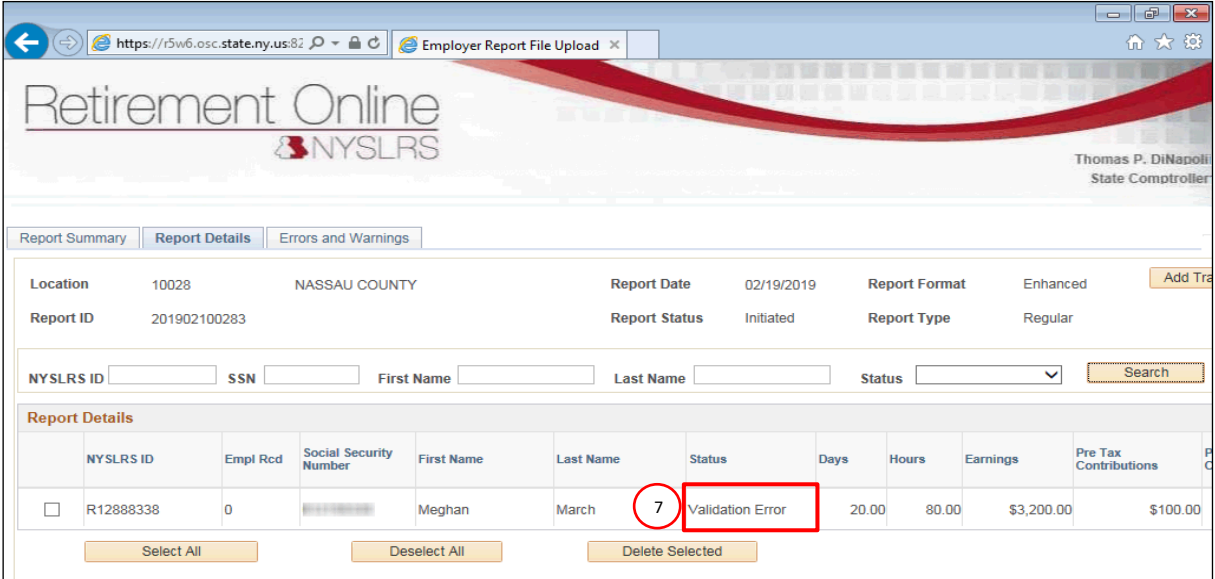

Step	Action	
<p>2.</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>If you only have access to one location code, it will appear automatically. Click the <b>Go</b> button and skip to step 5.</p> <p>If you report for multiple locations, one of your locations will display by default. To select a different location, click the <b>Look Up</b> icon next to the <b>Location</b> field.</p> 	

Step	Action
<p>3.</p>	<p>The 'Look Up Location' pop up will appear. Click the <b>Location Code</b> link for the location you want to report.</p> <p>20009</p>  <p>The screenshot shows the Retirement Online interface. A 'Look Up Location' pop-up window is open, displaying search results for location codes. The search criteria is 'Location Code begins with'. The results table shows two entries: '10028 NASSAU COUNTY' and '20009 CITY OF COHOES'. The second entry is highlighted with a red box, and a red circle with the number '3' is placed over it. The background shows the main dashboard with a search bar containing '10028', a 'Reports' table, and a 'Submission Status Details' section.</p>

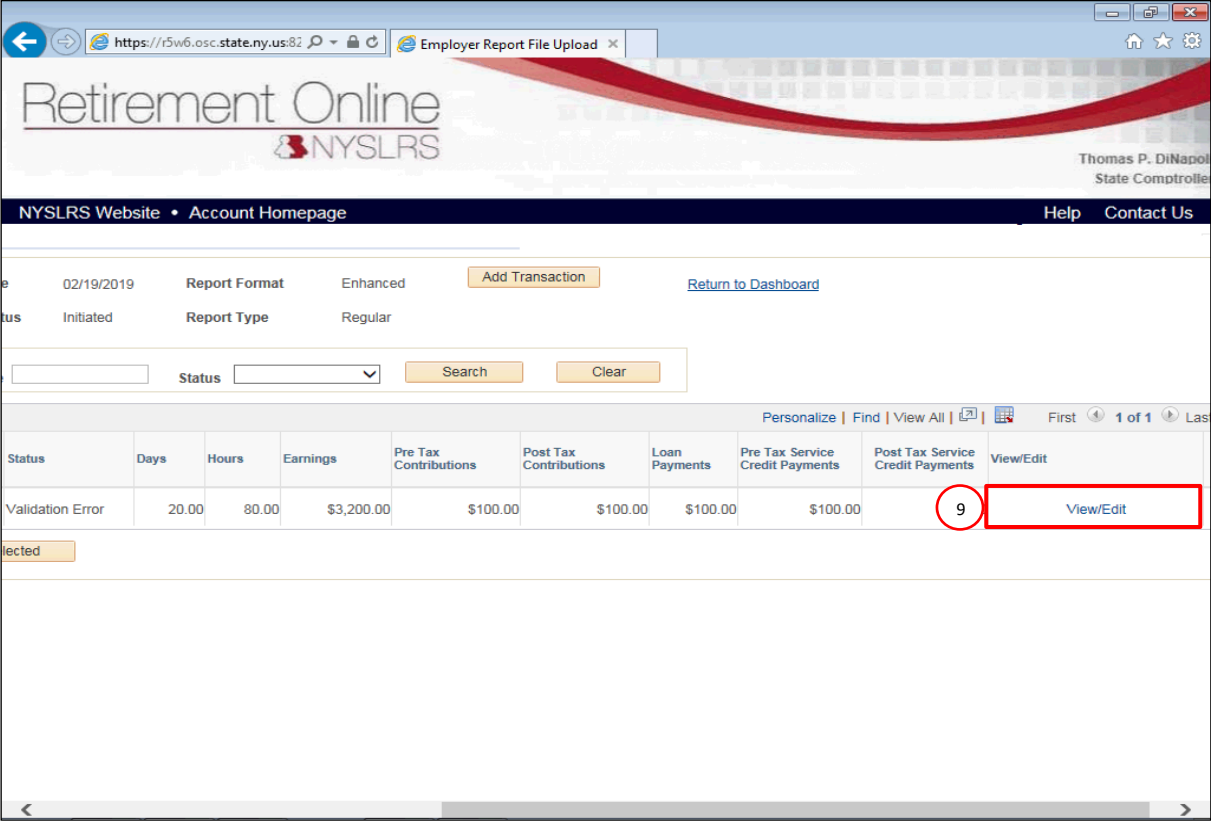
Step	Action	
4.	Click the <b>Go</b> button. 	 <p>The screenshot shows the Retirement Online NYSLRS Employer Reporting Dashboard. At the top, there is a navigation bar with 'NYSLRS Website' and 'Account Homepage'. Below this, a search bar contains the text '*Location: 20009' and 'CITY OF COHOES'. To the right of the search bar, the 'Go' button is circled in red. Other buttons include 'Create Manual Report' and 'File Upload'. Below the search bar, there is a 'Reports' table with columns for Report Date, Report ID, Report Status, Report Format, Report Type, Days, Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, and Pre 1 Cred. The table contains one row with the value '1' in the Report ID column. Below the table, there is a 'Submission Status Details (File Upload/Pre Submission)' section with a 'Refresh' button. At the bottom, there is a table with columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through.</p>

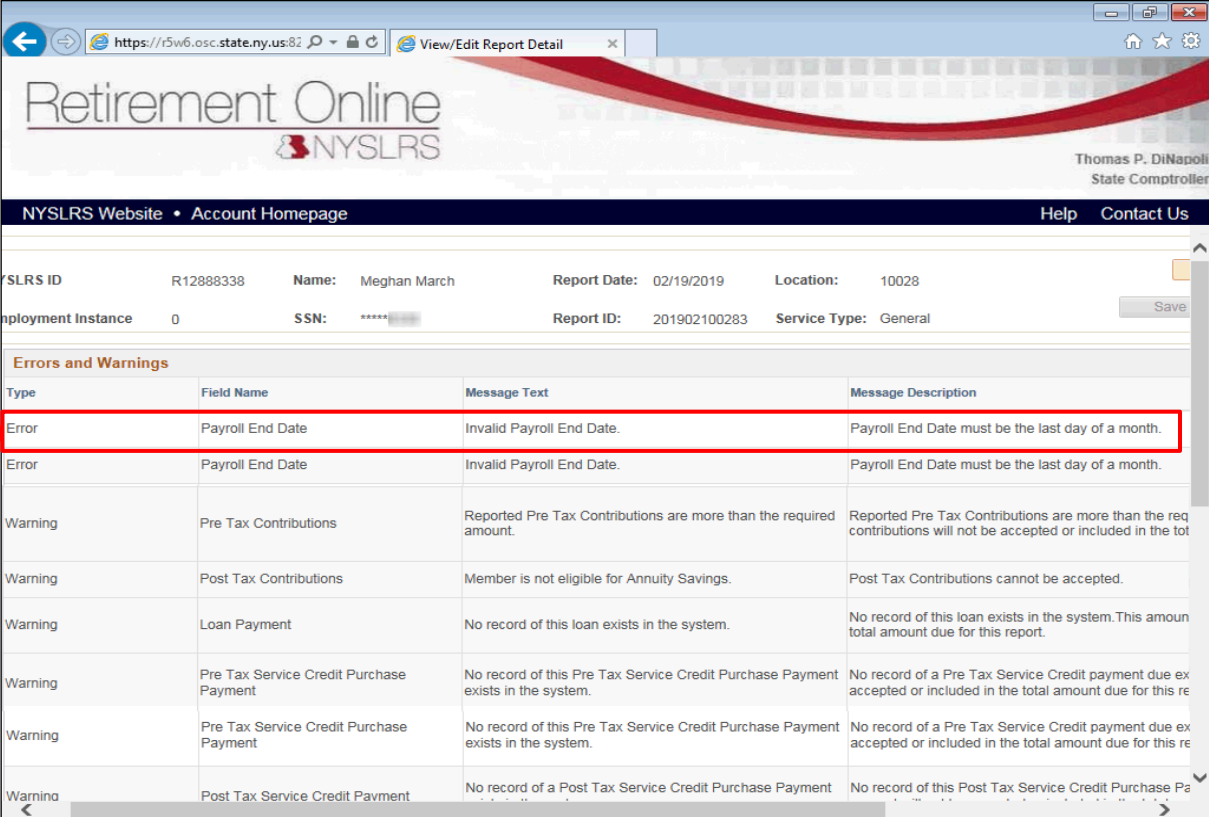
Step	Action																																																													
<p>5.</p>	<p>A list of previous reports for this location will appear. Click the <b>Report Date</b> link for the report you want to submit.</p> <p><b>Note:</b> The report will say 'Initiated' in the <b>Report Status</b> column. Initiated reports are reports that have been created, but not yet submitted.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website. At the top, there is a navigation bar with 'NYSLRS Website' and 'Account Homepage'. Below this is a 'Reports' table with columns: Report Date, Report ID, Report Status, Report Format, Report Type, Days, Earnings, Pre Tax Contributions, Post Tax Contributions, and Loan Payments. The first row is highlighted with a red box and a circled '5'. Below the table is a 'Submission Status Details' section with a 'Refresh' button and another table showing process instances.</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Format</th> <th>Report Type</th> <th>Days</th> <th>Earnings</th> <th>Pre Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> </tr> </thead> <tbody> <tr> <td>02/19/2019</td> <td>201902100283</td> <td>Initiated</td> <td>Enhanced</td> <td>Regular</td> <td>20.00</td> <td>\$3,200.00</td> <td>\$100.00</td> <td>\$100.00</td> <td>\$100.00</td> </tr> <tr> <td>02/06/2019</td> <td>201902100282</td> <td>Posted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/06/2019</td> <td>201902100281</td> <td>Submitted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>01/29/2019</td> <td>201901100287</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>118.50</td> <td>\$9,540.00</td> <td>\$275.50</td> <td></td> <td></td> </tr> <tr> <td>01/25/2019</td> <td>201901100286</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>40.00</td> <td>\$3,200.00</td> <td>\$96.00</td> <td></td> <td></td> </tr> </tbody> </table>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	02/19/2019	201902100283	Initiated	Enhanced	Regular	20.00	\$3,200.00	\$100.00	\$100.00	\$100.00	02/06/2019	201902100282	Posted	Enhanced	Enroll/Job	0.00	\$0.00				02/06/2019	201902100281	Submitted	Enhanced	Enroll/Job	0.00	\$0.00				01/29/2019	201901100287	Posted	Enhanced	Regular	118.50	\$9,540.00	\$275.50			01/25/2019	201901100286	Posted	Enhanced	Regular	40.00	\$3,200.00	\$96.00		
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<p>6.</p>	<p>The <i>Report Summary</i> page will appear.</p> <p>Here is where you will see if there are any validation errors. They will be listed under the <b>Errors and Warnings Count</b>.</p> <p>Click the <b>Report Details</b> tab.</p> <p><a href="#">Report Details</a></p>	 <p>The screenshot shows the Retirement Online interface for Nassau County. The 'Report Details' tab is selected. The 'Report Summary' section displays the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Report Summary</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Total Days Reported</td> <td>20.00</td> <td>Total Payments</td> <td>\$0.00</td> </tr> <tr> <td>Total Earnings Reported</td> <td>\$3,200.00</td> <td colspan="2">*Does not include error transactions</td> </tr> <tr> <td>Total Pre Tax Contributions Reported</td> <td>\$100.00</td> <td>Error Transactions Total</td> <td>\$500.00</td> </tr> <tr> <td>Total Post Tax Contributions Reported</td> <td>\$100.00</td> <td>Record Count</td> <td>2</td> </tr> <tr> <td>Total Loan Payments Reported</td> <td>\$100.00</td> <td colspan="2">Comments</td> </tr> <tr> <td>Pre Tax Service Credit Payments</td> <td>\$100.00</td> <td colspan="2" rowspan="2"></td> </tr> <tr> <td>Post Tax Service Credit Payments</td> <td>\$100.00</td> </tr> </tbody> </table> <p>The 'Errors and Warnings Count' section shows the following table:</p> <table border="1"> <thead> <tr> <th>Message</th> <th>Type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Invalid Payroll End Date.</td> <td>Error</td> <td>2</td> </tr> <tr> <td>Ineligible Employment Instance.</td> <td>Error</td> <td>1</td> </tr> </tbody> </table>	Report Summary				Total Days Reported	20.00	Total Payments	\$0.00	Total Earnings Reported	\$3,200.00	*Does not include error transactions		Total Pre Tax Contributions Reported	\$100.00	Error Transactions Total	\$500.00	Total Post Tax Contributions Reported	\$100.00	Record Count	2	Total Loan Payments Reported	\$100.00	Comments		Pre Tax Service Credit Payments	\$100.00			Post Tax Service Credit Payments	\$100.00	Message	Type	Count	Invalid Payroll End Date.	Error	2	Ineligible Employment Instance.	Error	1
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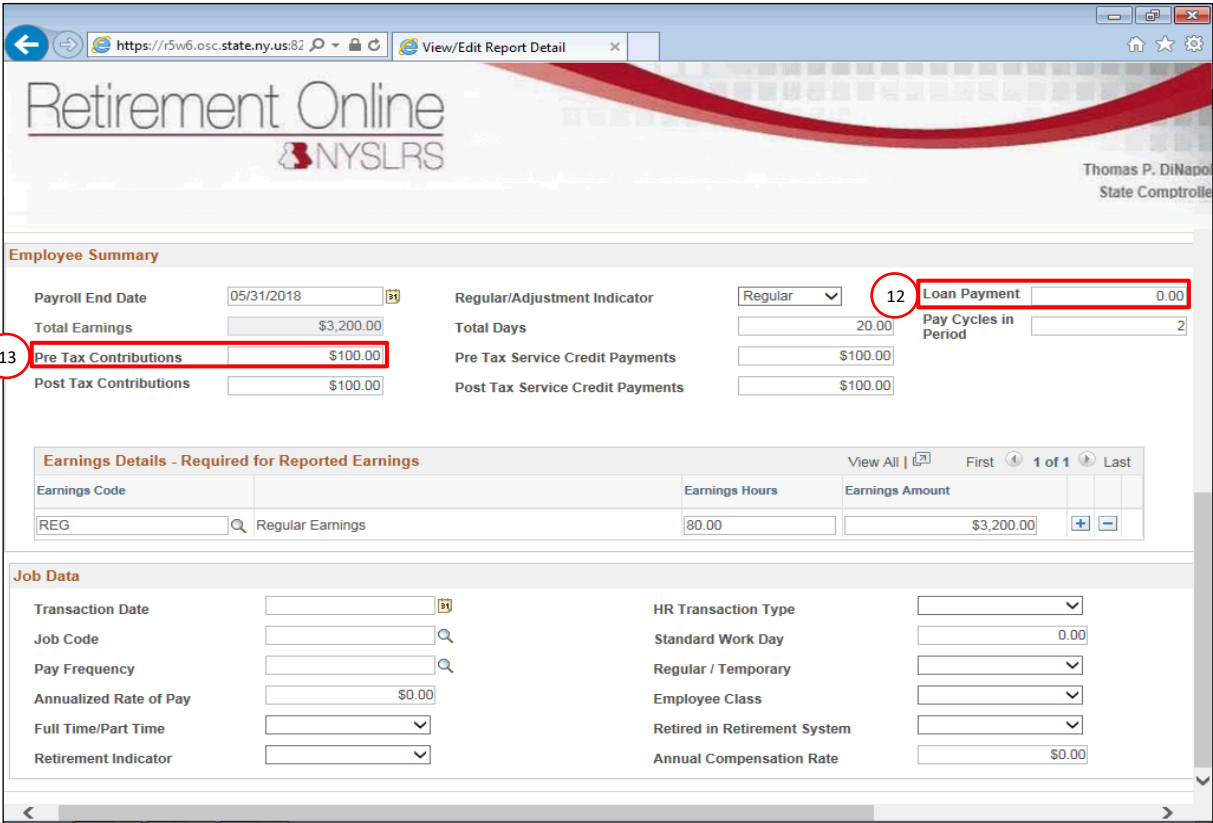
Step	Action	
<p>7.</p>	<p>The <i>Report Details</i> page will appear. Look in the <b>Status</b> field to see which employees have a validation error or warning.</p> <p><b>Note:</b> Possible statuses include ‘Validated,’ ‘Validation Warning’ and ‘Validation Error.’ You can submit a report with validation warnings, but not with validation errors.</p>	
<p>8.</p>	<p>To correct an error or warning, <b>scroll to the right</b> until you see the <b>View/Edit</b> link.</p>	



Step	Action	
9.	<p>Click the <b>View/Edit</b> link to review and/or correct the errors and warnings.</p> <p><a href="#">View/Edit</a></p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with 'NYSLRS Website • Account Homepage' and 'Help Contact Us'. Below this, there are filters for 'Report Format' (Enhanced) and 'Report Type' (Regular). A search bar is present with 'Status' and 'Search' buttons. The main content area features a table with the following columns: Status, Days, Hours, Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, Pre Tax Service Credit Payments, Post Tax Service Credit Payments, and View/Edit. The first row of data shows a 'Validation Error' with values: 20.00, 80.00, \$3,200.00, \$100.00, \$100.00, \$100.00, \$100.00. The 'View/Edit' link in this row is circled in red. A '9' is also circled in red next to the 'View/Edit' link. Below the table, there is a 'Selected' button.</p>


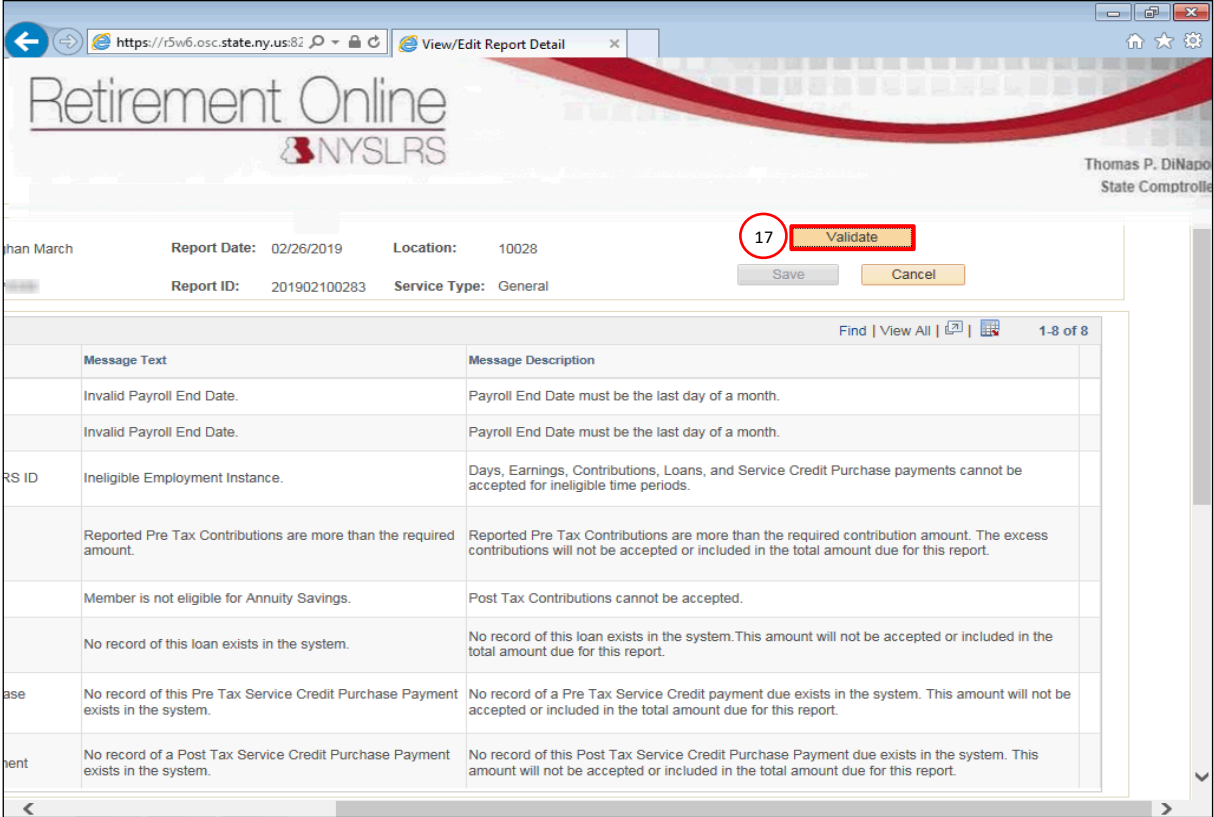
Step	Action																																					
10	The <b>View/Edit</b> page will appear. Here, you will find the errors and warnings associated with the employee's record.	 <p>The screenshot shows the 'View/Edit Report Detail' page for employee Meghan March. The page displays various fields including NYSLRS ID, Name, Report Date, Location, Employment Instance, SSN, Report ID, and Service Type. Below these fields is a section titled 'Errors and Warnings' which contains a table of messages. Two error messages are highlighted with a red box, both indicating an 'Invalid Payroll End Date' and stating that the 'Payroll End Date must be the last day of a month.' Other warnings include issues with Pre Tax Contributions, Post Tax Contributions, and Loan Payments.</p> <table border="1" data-bbox="680 552 1881 1013"> <thead> <tr> <th>Type</th> <th>Field Name</th> <th>Message Text</th> <th>Message Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>Payroll End Date</td> <td>Invalid Payroll End Date.</td> <td>Payroll End Date must be the last day of a month.</td> </tr> <tr> <td>Error</td> <td>Payroll End Date</td> <td>Invalid Payroll End Date.</td> <td>Payroll End Date must be the last day of a month.</td> </tr> <tr> <td>Warning</td> <td>Pre Tax Contributions</td> <td>Reported Pre Tax Contributions are more than the required amount.</td> <td>Reported Pre Tax Contributions are more than the req contributions will not be accepted or included in the tot</td> </tr> <tr> <td>Warning</td> <td>Post Tax Contributions</td> <td>Member is not eligible for Annuity Savings.</td> <td>Post Tax Contributions cannot be accepted.</td> </tr> <tr> <td>Warning</td> <td>Loan Payment</td> <td>No record of this loan exists in the system.</td> <td>No record of this loan exists in the system.This amoun total amount due for this report.</td> </tr> <tr> <td>Warning</td> <td>Pre Tax Service Credit Purchase Payment</td> <td>No record of this Pre Tax Service Credit Purchase Payment exists in the system.</td> <td>No record of a Pre Tax Service Credit payment due ex accepted or included in the total amount due for this re</td> </tr> <tr> <td>Warning</td> <td>Pre Tax Service Credit Purchase Payment</td> <td>No record of this Pre Tax Service Credit Purchase Payment exists in the system.</td> <td>No record of a Pre Tax Service Credit payment due ex accepted or included in the total amount due for this re</td> </tr> <tr> <td>Warning</td> <td>Post Tax Service Credit Payment</td> <td>No record of a Post Tax Service Credit Purchase Payment</td> <td>No record of this Post Tax Service Credit Purchase Pa</td> </tr> </tbody> </table>	Type	Field Name	Message Text	Message Description	Error	Payroll End Date	Invalid Payroll End Date.	Payroll End Date must be the last day of a month.	Error	Payroll End Date	Invalid Payroll End Date.	Payroll End Date must be the last day of a month.	Warning	Pre Tax Contributions	Reported Pre Tax Contributions are more than the required amount.	Reported Pre Tax Contributions are more than the req contributions will not be accepted or included in the tot	Warning	Post Tax Contributions	Member is not eligible for Annuity Savings.	Post Tax Contributions cannot be accepted.	Warning	Loan Payment	No record of this loan exists in the system.	No record of this loan exists in the system.This amoun total amount due for this report.	Warning	Pre Tax Service Credit Purchase Payment	No record of this Pre Tax Service Credit Purchase Payment exists in the system.	No record of a Pre Tax Service Credit payment due ex accepted or included in the total amount due for this re	Warning	Pre Tax Service Credit Purchase Payment	No record of this Pre Tax Service Credit Purchase Payment exists in the system.	No record of a Pre Tax Service Credit payment due ex accepted or included in the total amount due for this re	Warning	Post Tax Service Credit Payment	No record of a Post Tax Service Credit Purchase Payment	No record of this Post Tax Service Credit Purchase Pa
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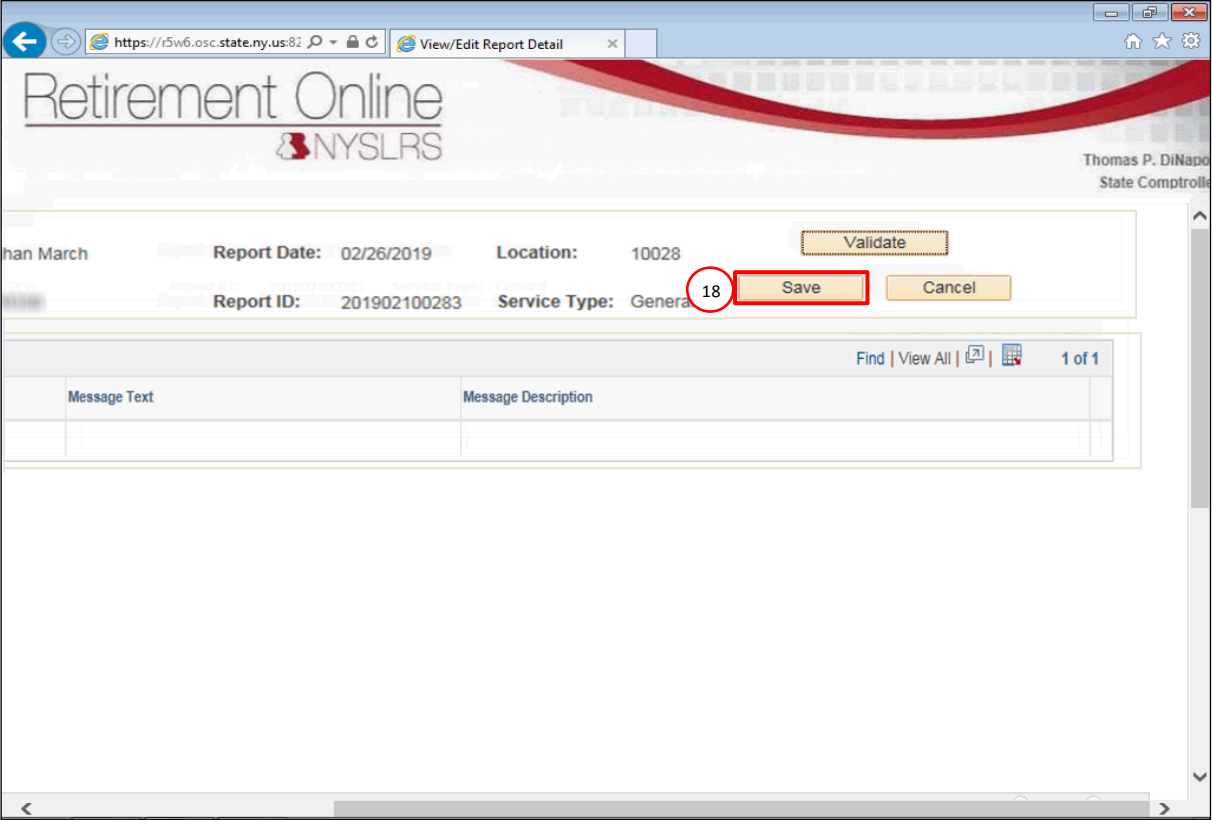
Step	Action	
<p>11</p> <p>Scroll down to the 'Employee Summary' section.</p> <p>Look for the fields you need to edit. In this example, the employer entered 5/15/2018 as the payroll end date, but the payroll end date must always be the end of month.</p> <p>Click in the <b>Payroll End Date</b> field to correct the date.</p> <p><input type="text" value="05/15/2018"/></p>		<p>The screenshot shows the 'Retirement Online' interface for NYSLRS. The 'Employee Summary' section is visible, with the 'Payroll End Date' field set to '05/15/2018'. Below this, there are sections for 'Earnings Details' and 'Job Data'. The 'Job Data' section includes fields for Transaction Date, Job Code, Pay Frequency, Annualized Rate of Pay, Full Time/Part Time, Retirement Indicator, HR Transaction Type, Standard Work Day, Regular / Temporary, Employee Class, Retired in Retirement System, and Annual Compensation Rate.</p>

Step	Action	
<p>12</p>	<p>In this example, the employer had entered a loan payment and pre-tax contributions for the employee. However, the employer verified that there were no loan payments or pre-tax contributions deducted from the employee's paycheck.</p> <p>Click in the <b>Loan Payment field</b>, and enter the loan payment amount.</p> <p><input type="text" value="\$100.00"/></p>	 <p>The screenshot shows the 'Retirement Online' interface for NYSLRS. Under the 'Employee Summary' section, the 'Loan Payment' field is set to 0.00 and is circled with a red box and labeled '12'. The 'Pre Tax Contributions' field is set to \$100.00 and is circled with a red box and labeled '13'. Below this, the 'Earnings Details' table shows a single entry for 'REG' with 80.00 hours and an earnings amount of \$3,200.00. The 'Job Data' section contains various dropdown menus and input fields for transaction details.</p>
<p>13</p>	<p>Click in the <b>Pre Tax Contributions</b> field and enter the pre-tax contribution amount.</p> <p><input type="text" value="\$100.00"/></p>	

Step	Action	
<p>14</p>	<p>In this example, the employer had entered post-tax contributions, pre-tax service credit payments and post-tax service credit payments. However, the employer verified that no contributions or service credit payments were deducted from the employee's paycheck.</p> <p>Click in the <b>Post Tax Contributions</b> field, and enter the post-tax contribution amount.</p> <p><input type="text" value="\$100.00"/></p>	<p>The screenshot shows the 'Retirement Online' interface for NYSLRS. The 'Employee Summary' section includes fields for Payroll End Date (05/31/2018), Total Earnings (\$3,200.00), Pre Tax Contributions (\$100.00), Post Tax Contributions (\$100.00), Regular/Adjustment Indicator (Regular), Total Days (20.00), Loan Payment (0.00), and Pay Cycles in Period (2). The 'Earnings Details - Required for Reported Earnings' section shows a table with one entry: REG Regular Earnings, 80.00 hours, and \$3,200.00 amount. The 'Job Data' section includes fields for Transaction Date, Job Code, Pay Frequency, Annualized Rate of Pay (\$0.00), Full Time/Part Time, Retirement Indicator, HR Transaction Type, Standard Work Day (0.00), Regular / Temporary, Employee Class, Retired in Retirement System, and Annual Compensation Rate (\$0.00).</p>
<p>15</p>	<p>Click in the <b>Pre Tax Service Credit Payments</b> field, and enter the pre-tax service credit payment amount.</p> <p><input type="text" value="\$100.00"/></p>	

Step	Action							
<p>16</p>	<p>Click in the <b>Post Tax Service Credit Payments</b> field, and enter the post-tax service credit payment amount.</p> <p><input type="text" value="\$100.00"/></p>	<p>The screenshot shows the Retirement Online NYSLRS interface. The 'Employee Summary' section contains the following fields:</p> <ul style="list-style-type: none"> <li>Payroll End Date: 05/31/2018</li> <li>Total Earnings: \$3,200.00</li> <li>Pre Tax Contributions: \$100.00</li> <li>Post Tax Contributions: \$100.00</li> <li>Regular/Adjustment Indicator: Regular</li> <li>Total Days: 20.00</li> <li>Pre Tax Service Credit Payments: \$100.00</li> <li>Post Tax Service Credit Payments: \$100.00 (highlighted with a red box and a circled '16')</li> <li>Loan Payment: 0.00</li> <li>Pay Cycles in Period: 2</li> </ul> <p>The 'Earnings Details - Required for Reported Earnings' section shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Hours</th> <th>Earnings Amount</th> </tr> </thead> <tbody> <tr> <td>REG</td> <td>80.00</td> <td>\$3,200.00</td> </tr> </tbody> </table> <p>The 'Job Data' section contains the following fields:</p> <ul style="list-style-type: none"> <li>Transaction Date</li> <li>Job Code</li> <li>Pay Frequency</li> <li>Annualized Rate of Pay: \$0.00</li> <li>Full Time/Part Time</li> <li>Retirement Indicator</li> <li>HR Transaction Type</li> <li>Standard Work Day: 0.00</li> <li>Regular / Temporary</li> <li>Employee Class</li> <li>Retired in Retirement System</li> <li>Annual Compensation Rate: \$0.00</li> </ul>	Earnings Code	Earnings Hours	Earnings Amount	REG	80.00	\$3,200.00
Earnings Code	Earnings Hours	Earnings Amount						
REG	80.00	\$3,200.00						

Step	Action																		
<p>17</p>	<p><i>Retirement Online</i> must validate and process the information you have entered.</p> <p>Click the <b>Validate</b> button.</p>  <p>You must click the <b>Validate</b> button before you can click the <b>Save</b> button.</p> <p>If you wish to return to the <i>Employer Reporting Dashboard</i> page without validating your data or saving any changes, click the <b>Cancel</b> button.</p>  <table border="1" data-bbox="709 516 1822 987"> <thead> <tr> <th>Message Text</th> <th>Message Description</th> </tr> </thead> <tbody> <tr> <td>Invalid Payroll End Date.</td> <td>Payroll End Date must be the last day of a month.</td> </tr> <tr> <td>Invalid Payroll End Date.</td> <td>Payroll End Date must be the last day of a month.</td> </tr> <tr> <td>RS ID Ineligible Employment Instance.</td> <td>Days, Earnings, Contributions, Loans, and Service Credit Purchase payments cannot be accepted for ineligible time periods.</td> </tr> <tr> <td>Reported Pre Tax Contributions are more than the required amount.</td> <td>Reported Pre Tax Contributions are more than the required contribution amount. The excess contributions will not be accepted or included in the total amount due for this report.</td> </tr> <tr> <td>Member is not eligible for Annuity Savings.</td> <td>Post Tax Contributions cannot be accepted.</td> </tr> <tr> <td>No record of this loan exists in the system.</td> <td>No record of this loan exists in the system. This amount will not be accepted or included in the total amount due for this report.</td> </tr> <tr> <td>No record of this Pre Tax Service Credit Purchase Payment exists in the system.</td> <td>No record of a Pre Tax Service Credit payment due exists in the system. This amount will not be accepted or included in the total amount due for this report.</td> </tr> <tr> <td>No record of a Post Tax Service Credit Purchase Payment exists in the system.</td> <td>No record of this Post Tax Service Credit Purchase Payment due exists in the system. This amount will not be accepted or included in the total amount due for this report.</td> </tr> </tbody> </table>	Message Text	Message Description	Invalid Payroll End Date.	Payroll End Date must be the last day of a month.	Invalid Payroll End Date.	Payroll End Date must be the last day of a month.	RS ID Ineligible Employment Instance.	Days, Earnings, Contributions, Loans, and Service Credit Purchase payments cannot be accepted for ineligible time periods.	Reported Pre Tax Contributions are more than the required amount.	Reported Pre Tax Contributions are more than the required contribution amount. The excess contributions will not be accepted or included in the total amount due for this report.	Member is not eligible for Annuity Savings.	Post Tax Contributions cannot be accepted.	No record of this loan exists in the system.	No record of this loan exists in the system. This amount will not be accepted or included in the total amount due for this report.	No record of this Pre Tax Service Credit Purchase Payment exists in the system.	No record of a Pre Tax Service Credit payment due exists in the system. This amount will not be accepted or included in the total amount due for this report.	No record of a Post Tax Service Credit Purchase Payment exists in the system.	No record of this Post Tax Service Credit Purchase Payment due exists in the system. This amount will not be accepted or included in the total amount due for this report.
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Step	Action
<p>18</p>	<p>Check the 'Errors and Warnings' section to see if any Errors or Warnings remain. If so, repeat steps 9 -16.</p> <p>Once no Errors remain, click the <b>Save</b> button to save the validated data.</p>  <p>The screenshot shows the 'Retirement Online' web application interface. At the top, the URL is 'https://r5w6.osc.state.ny.us:82'. The page title is 'View/Edit Report Detail'. The header includes the 'Retirement Online' logo and 'NYS LRS'. The user is identified as 'Thomas P. DiNapoli, State Comptroller'. The main content area displays report details for 'han March' with a 'Report Date' of '02/26/2019' and 'Location' of '10028'. Below this, there are fields for 'Report ID: 201902100283' and 'Service Type: General'. A 'Validate' button is visible above a 'Save' button, which is highlighted with a red box and the number '18' next to it. A 'Cancel' button is also present. Below the buttons is a table with columns 'Message Text' and 'Message Description', showing '1 of 1' records. A 'Save' button is also shown in a separate box below the text.</p>



Step	Action
<p>19</p>	<p>The <i>Report Details</i> page will appear. The report's status is now listed as 'Validated.' The report is ready to submit to NYSLRS.</p> <p><b>Note:</b> You can submit a report with the 'Validated' or 'Validation Warning' status. However, you should review reports with the 'Validation Warning' status for possible action. You may now proceed with the final step of the enhanced reporting process, Submitting and Posting the report. Click the Report <b>Summary</b> tab to begin the process.</p> <p>For assistance submitting and posting the report, refer to the job aid, "Submit and Post a Monthly Report."</p> <p>You have successfully corrected business validation errors and warnings for an enhanced report.</p>

