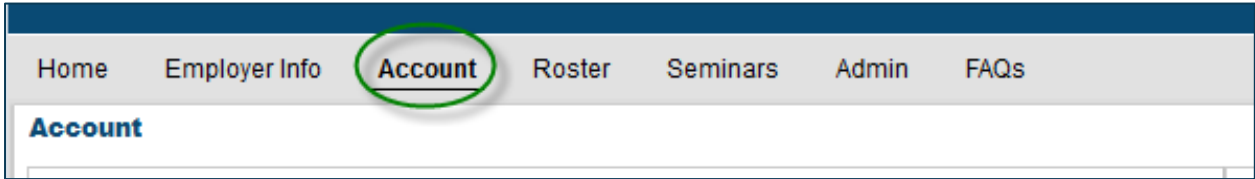




# Quick Reference Guide Print a Contributions Detail Report

**Purpose:** The purpose of this function is to print a Contributions Detail Report in PDF format that you can keep for your records.

**Step 1:** From the main menu, select the Account tab.

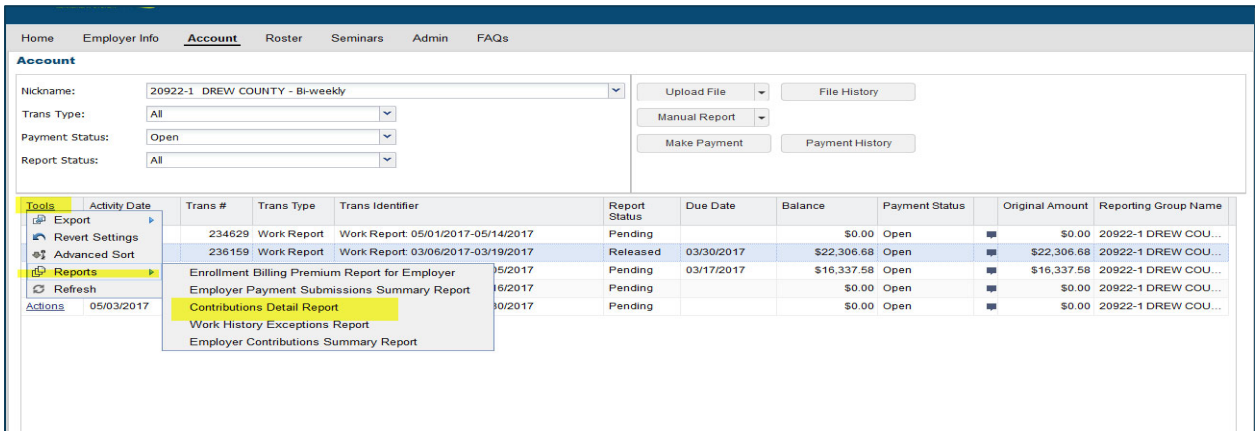


**Step 2:** On the Account page, click on the row of the work report you want to print until the line turns blue.

The screenshot shows the 'Account' page with a table of work reports. The second row is highlighted in blue. The table has the following columns: Tools, Activity Date, Trans #, Trans Type, Trans Identifier, Report Status, Due Date, Balance, Payment Status, Original Amount, and Reporting Group Name.

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Report Status	Due Date	Balance	Payment Status	Original Amount	Reporting Group Name
Actions	05/09/2017	234629	Work Report	Work Report: 05/01/2017-05/14/2017	Pending		\$0.00	Open	\$0.00	20922-1 DREW COU...
Actions	05/17/2017	236159	Work Report	Work Report: 03/06/2017-03/19/2017	Released	03/30/2017	\$22,306.68	Open	\$22,306.68	20922-1 DREW COU...
Actions	05/10/2017	232750	Work Report	Work Report: 02/20/2017-03/05/2017	Pending	03/17/2017	\$16,337.58	Open	\$16,337.58	20922-1 DREW COU...
Actions	05/03/2017	233863	Work Report	Work Report: 04/03/2017-04/16/2017	Pending		\$0.00	Open	\$0.00	20922-1 DREW COU...
Actions	05/03/2017	233864	Work Report	Work Report: 04/17/2017-04/30/2017	Pending		\$0.00	Open	\$0.00	20922-1 DREW COU...

**Step 3:** Click the Tools link, click on Reports, and then select Contributions Detail Report from the dropdown menu.



**Step 4:** In the Contributions Detail Report window that opens, enter the paycheck start and stop dates in the appropriate fields and click the Run button.

The screenshot shows a software window titled 'Contributions Detail Report' with a 'Close' button in the top left. The 'Select Parameters' section includes:
 

- Paycheck Start Date: 03/24/2017
- Paycheck Stop Date: 03/24/2017
- Reporting Unit: 20922-1
- Employee SSN: (empty field)

 The 'Output' section includes:
 

- Schedule: (empty field)
- Save as: Pdf (checked), Csv, Excel, Html
- Excel 2007 (checked)
- Comment: (empty field)
- Use Primary Datasource: (checked)

 A 'Run' button is located to the right of the 'Output' section and is circled in green.

Your report is ready to print. All done.

The screenshot shows a printed report titled 'Arkansas Public Employees Retirement System Contributions Detail Report'. The report includes a header with the following information:
 

- Employer Name: Drew County
- Employer Number: 20922
- Reporting Group: 20922-1
- Paycheck Start Date: 03/24/2017
- Paycheck Stop Date: 03/24/2017
- Run Date: 05/02/2017

 The main body of the report is a table with the following columns:
 

Name	SSN	Job Category	Plan Code	Transaction Type	Paycheck Date				
Compensation	Hours	EE Contributions Calculated	EE Contributions Reported	ER Contributions Calculated	ER Contributions Reported	Total Calculated Contributions	Total Reported Contributions	Reported vs. Due Difference	
ADCOCK, CHERI E	XXX-XX-8203	REGULAR	Contributory	ES Report	03/24/2017				
	\$ 1,601.72	80.00	\$ 120.13	\$ 80.09	\$ 272.29	\$ 232.25	\$ 312.34	\$ 392.42	-\$ 80.08
SubTotal	\$ 1,601.72	80.00	\$ 120.13	\$ 80.09	\$ 272.29	\$ 232.25	\$ 312.34	\$ 392.42	-\$ 80.08
AKIN, G R	XXX-XX-3380	EO	Contributory	ES Report	03/24/2017				
	\$ 1,823.12	80.00	\$ 91.16	\$ 91.16	\$ 264.36	\$ 264.35	\$ 355.51	\$ 355.52	-\$ 0.01
SubTotal	\$ 1,823.12	80.00	\$ 91.16	\$ 91.16	\$ 264.36	\$ 264.35	\$ 355.51	\$ 355.52	-\$ 0.01
ALLEN, LARRY G	XXX-XX-3841	REGULAR	Contributory	ES Report	03/24/2017				
	\$ 363.00	33.00	\$ 0.00	\$ 0.00	\$ 52.64	\$ 52.64	\$ 52.64	\$ 52.64	\$ 0.00
SubTotal	\$ 363.00	33.00	\$ 0.00	\$ 0.00	\$ 52.64	\$ 52.64	\$ 52.64	\$ 52.64	\$ 0.00
ATKINS, ANTHONY D	XXX-XX-7531	REGULAR	Contributory	ES Report	03/24/2017				
	\$ 1,198.97	84.00	\$ 59.95	\$ 59.95	\$ 173.85	\$ 173.85	\$ 233.80	\$ 233.80	\$ 0.00
SubTotal	\$ 1,198.97	84.00	\$ 59.95	\$ 59.95	\$ 173.85	\$ 173.85	\$ 233.80	\$ 233.80	\$ 0.00

 At the bottom of the report, it states: 'The numbers in this report only include earnings and service reports and adjustments that have been released by APERS.' and 'Page 1 of 18'. A 'Print' button is circled in green in the top left corner of the window.