Use a System-Generated Correction Report to Initiate Fix Errors

If you have uploaded a file for processing that is too large to use Fix Errors (over 500 records), this process will enable you to use the ERA-generated correction report to access the Fix Errors feature. The ERA-generated correction report normally does not contain 500 records.

Follow these steps to submit an ERA-generated correction report so you can access the Fix Errors feature.

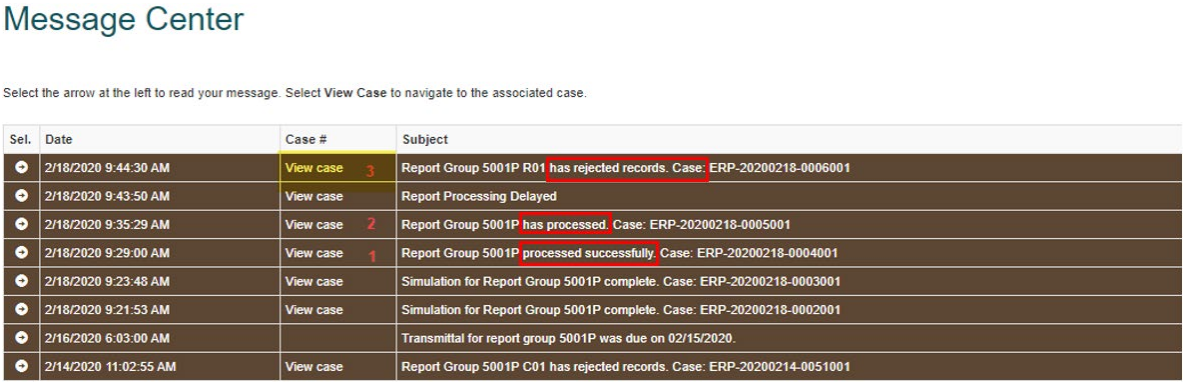
1. **Access the ERA Generated Correction Report**
2. **To start the correction process, access edit messages and the ERA-generated correction report**
3. **Open "Messages" from the Menu Bar**

4. **Locate the message for the report by looking for the report group number or the date and time the report was submitted**

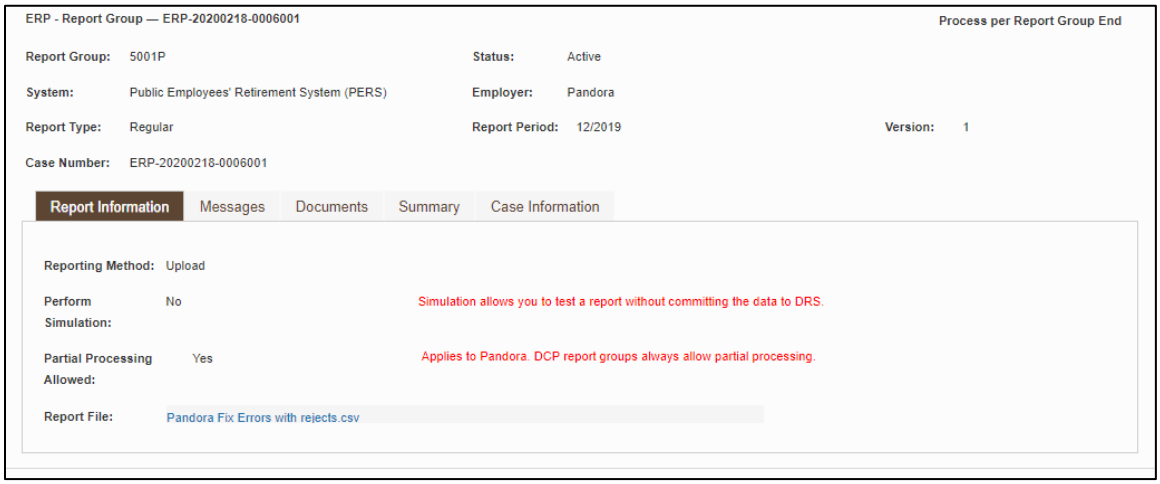
The description in the Subject line will give you clues to the type of errors (if any) identified on your report. The red numbers correspond to these items on the Message Center screen below (your screen won't have the red boxes):

1. Processed successfully – there were no errors and your case was closed, as no further action is required.
2. Has processed—there are warnings and/or defaults you need to address.
3. Has rejected records—the report processed and has rejections. You can use Fix Errors.

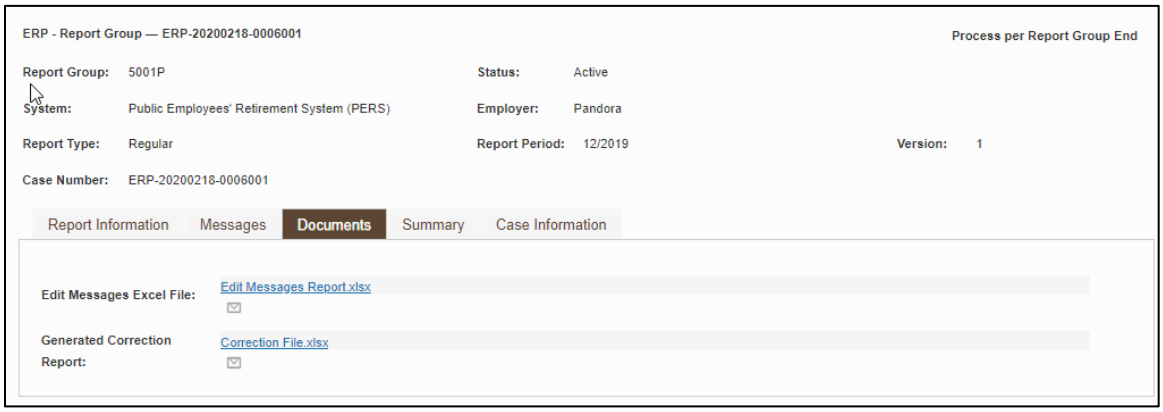
5. **Select "View case" to open the case for the message that indicates there are rejected records**



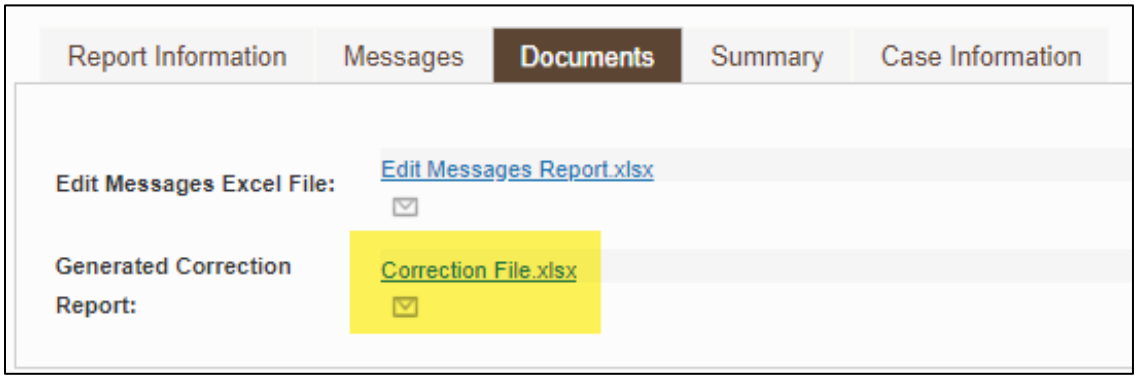
6. The case opens “Report Information”



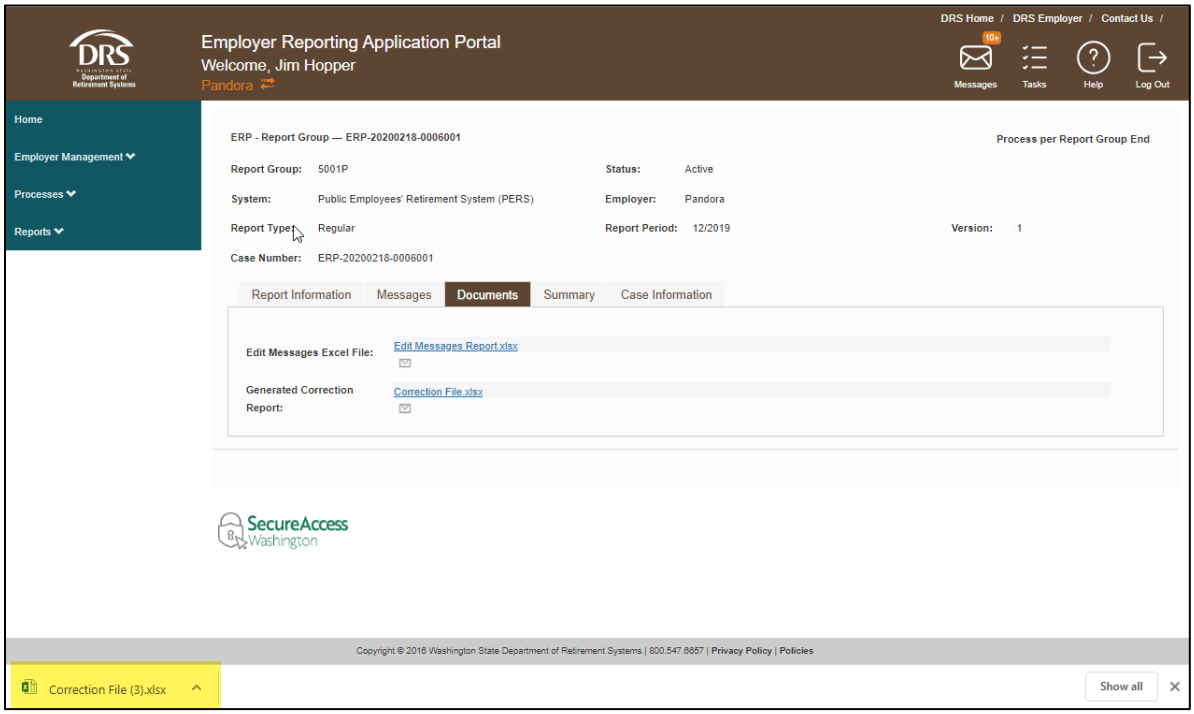
7. Select the “Documents” tab



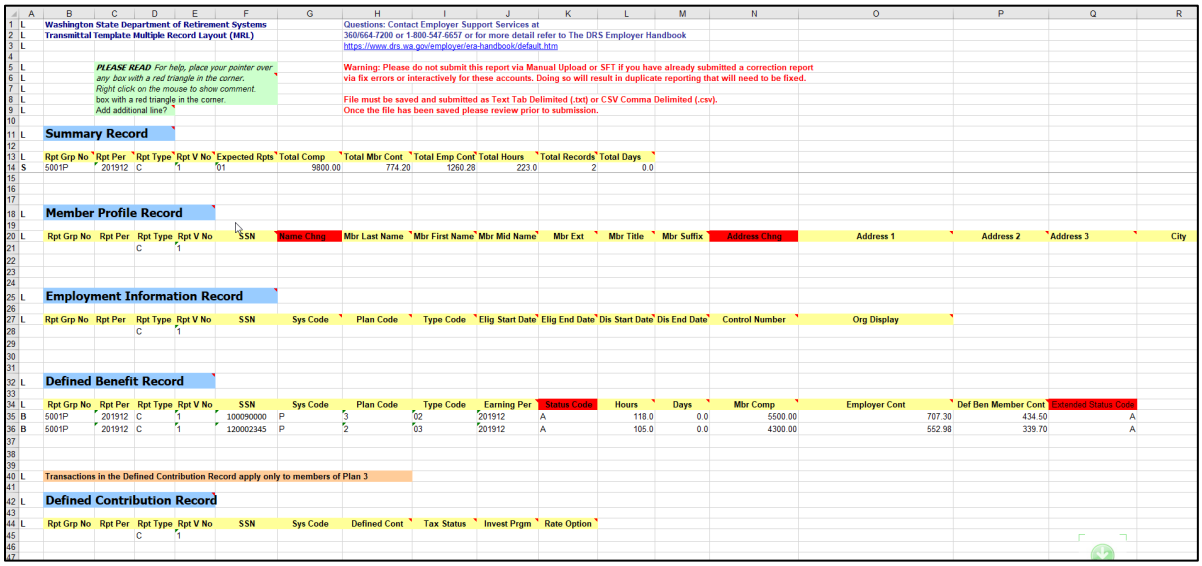
8. **The "Edit messages report" and the ERA "Generated Correction File" will display. Select the Generated Correction Report to download it.**



9. **Select the "Correction File" from the bottom left of the screen to open it**

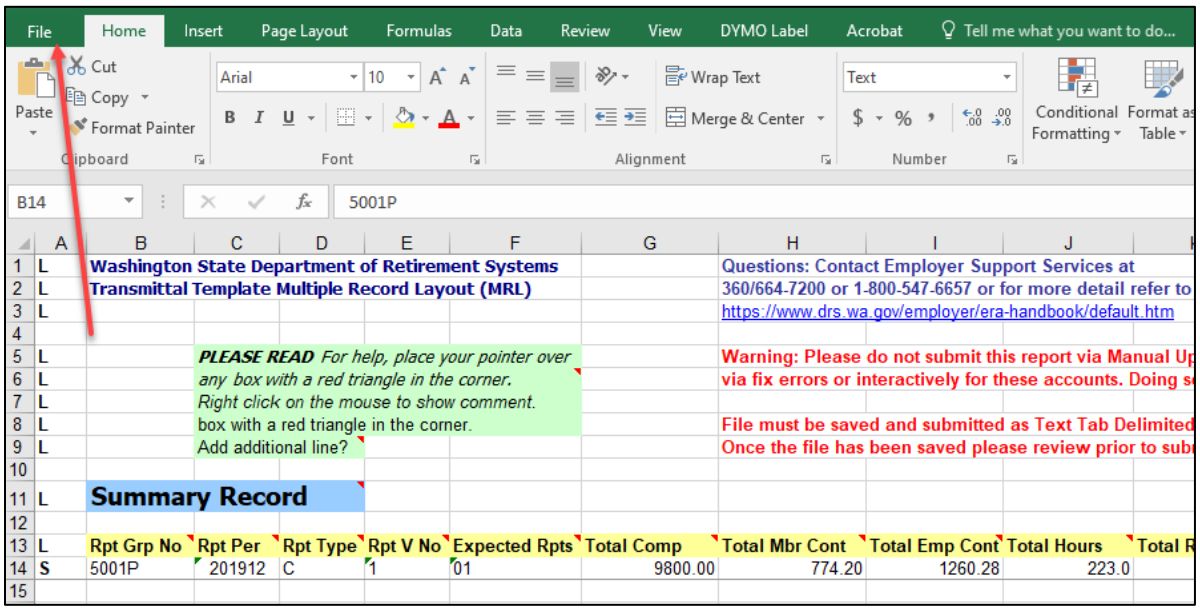


10. The “Generated Correction File” will display with the errors in an Excel spreadsheet. To access the Fix Errors feature for this correction report, the report must be uploaded without fixing anything in the spreadsheet



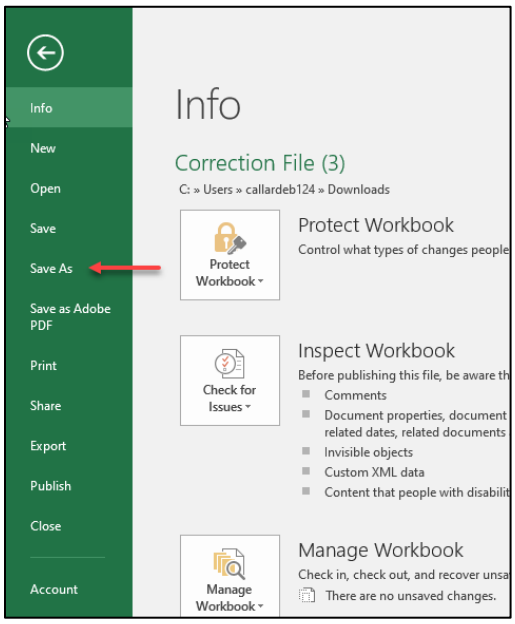
L	Washington State Department of Retirement Systems						Questions: Contact Employer Support Services at													
L	Transmittal Template Multiple Record Layout (MRL)						360/664-7200 or 1-800-547-6657 or for more detail refer to The DRS Employer Handbook													
L							https://www.drs.wa.gov/employer/era-handbook/default.htm													
L		PLEASE READ For help, place your pointer over					Warning: Please do not submit this report via Manual Upload or SFT if you have already submitted a correction report													
L		any box with a red triangle in the corner.					via fix errors or interactively for these accounts. Doing so will result in duplicate reporting that will need to be fixed.													
L		Right click on the mouse to show comment.																		
L		box with a red triangle in the corner.					File must be saved and submitted as Text Tab Delimited (.txt) or CSV Comma Delimited (.csv).													
L		Add additional line?					Once the file has been saved please review prior to submission.													
L	Summary Record																			
L	Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	Expected Rpts	Total Comp	Total Mbr Cont	Total Emp Cont	Total Hours	Total Records	Total Days									
S	5001P	201912	C	1	01	9800.00	774.20	1260.28	223.0	2	0.0									
L	Member Profile Record																			
L	Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Name Chng	Mbr Last Name	Mbr First Name	Mbr Mid Name	Mbr Ext	Mbr Title	Mbr Suffix	Address Chng	Address 1	Address 2	Address 3	City			
			C	1																
L	Employment Information Record																			
L	Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Elig Start Date	Elig End Date	Dis Start Date	Dis End Date	Control Number	Org Display						
			C	1																
L	Defined Benefit Record																			
L	Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Earning Per	Status Code	Hours	Days	Mbr Comp	Employer Cont	Def Ben Member Cont	Extended Status Code				
B	5001P	201912	C	1	100090000	P	3	02	201912	A	118.0	0.0	5600.00	707.30	434.50	A				
B	5001P	201912	C	1	120002345	P	2	03	201912	A	105.0	0.0	4300.00	552.98	339.70	A				
L	Transactions in the Defined Contribution Record apply only to members of Plan 3																			
L	Defined Contribution Record																			
L	Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Defined Cont	Tax Status	Invest Prgm	Rate Option										
			C	1																

11. To save the “Generated Correction File,” select “File” from the menu bar

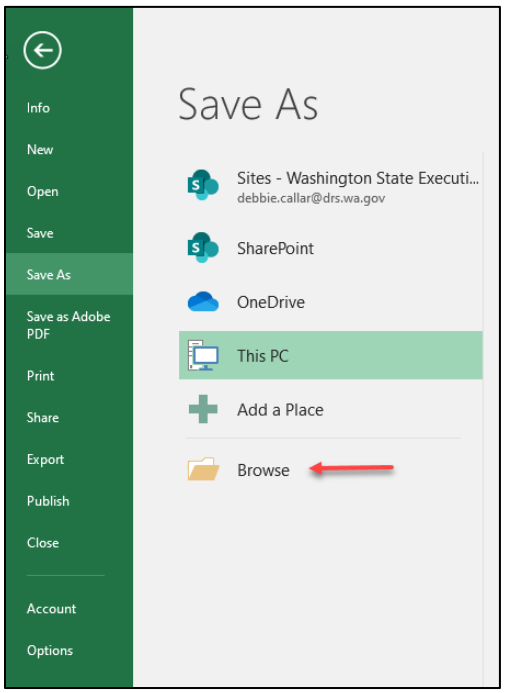


L	Washington State Department of Retirement Systems						Questions: Contact Employer Support Services at				
L	Transmittal Template Multiple Record Layout (MRL)						360/664-7200 or 1-800-547-6657 or for more detail refer to				
L							https://www.drs.wa.gov/employer/era-handbook/default.htm				
L		PLEASE READ For help, place your pointer over					Warning: Please do not submit this report via Manual Up				
L		any box with a red triangle in the corner.					via fix errors or interactively for these accounts. Doing s				
L		Right click on the mouse to show comment.									
L		box with a red triangle in the corner.					File must be saved and submitted as Text Tab Delimited				
L		Add additional line?					Once the file has been saved please review prior to sub				
L	Summary Record										
L	Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	Expected Rpts	Total Comp	Total Mbr Cont	Total Emp Cont	Total Hours	Total R	
S	5001P	201912	C	1	01	9800.00	774.20	1260.28	223.0		

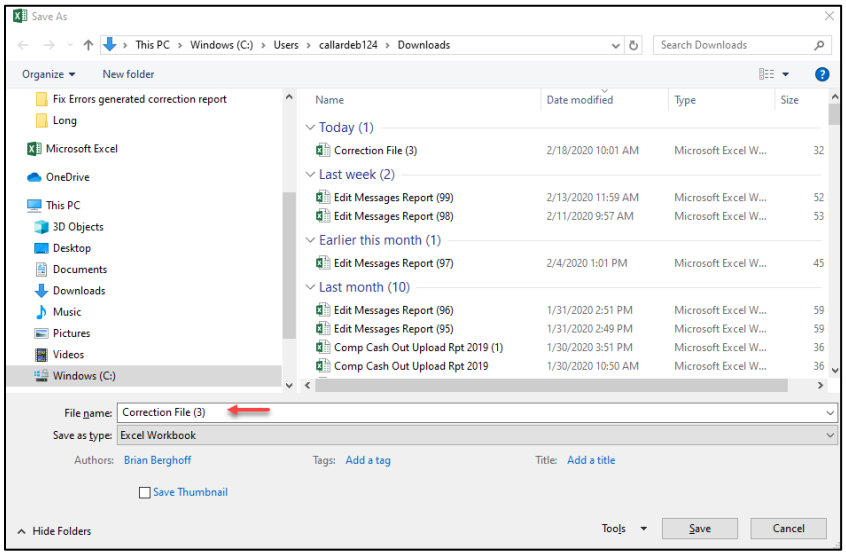
12. Select “Save As”



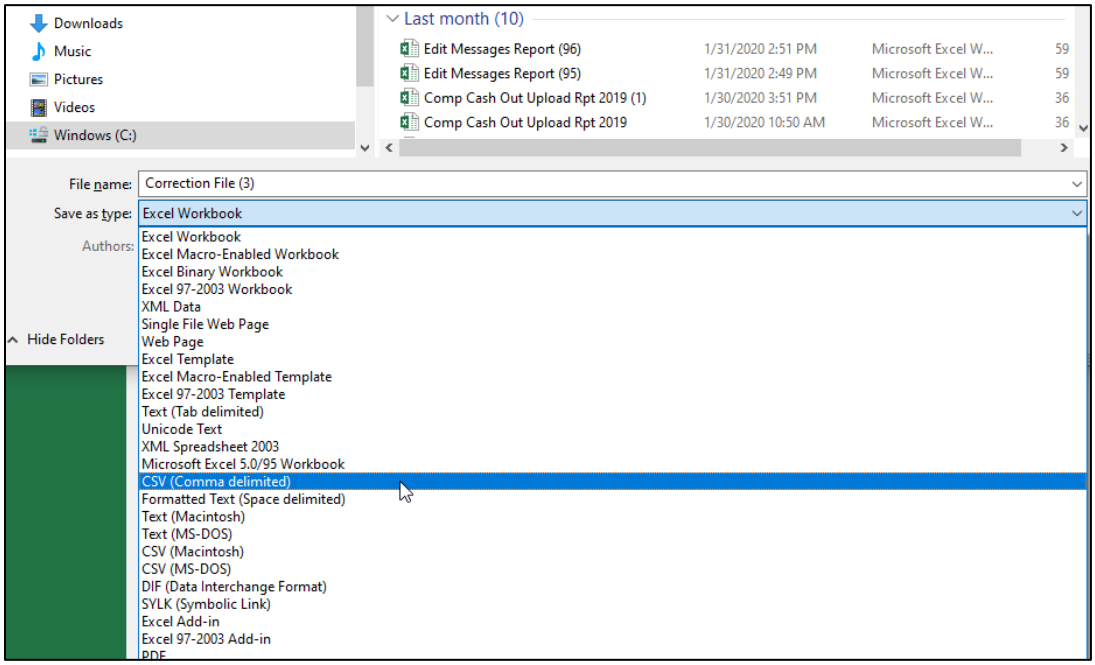
13. Select “Browse”



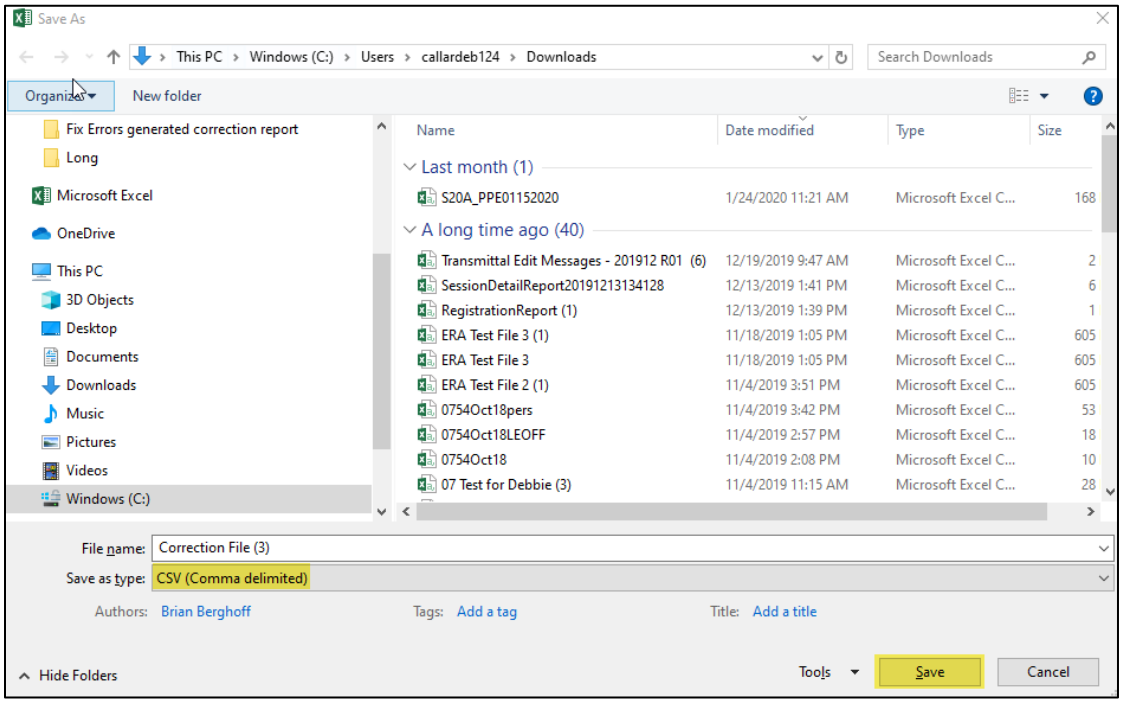
14. Choose where you want the correction file saved and name it



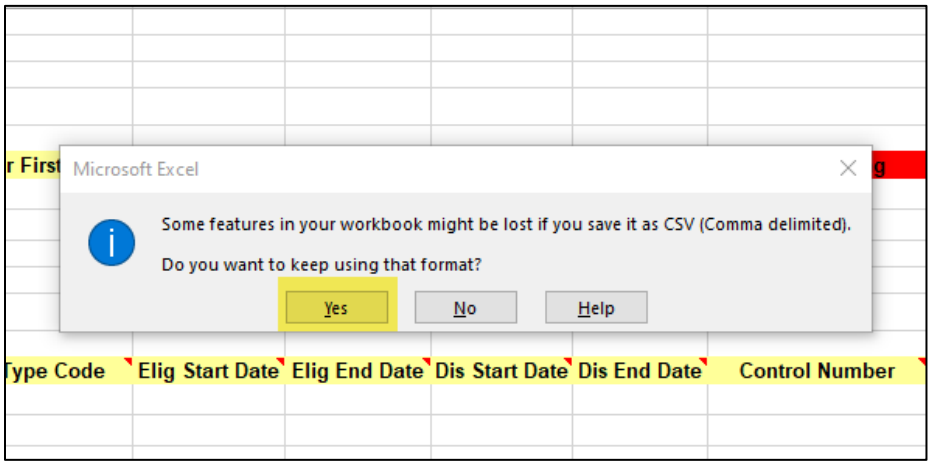
15. To upload a file in ERA, it must be saved as a Text (tab delimited) or a CSV (comma delimited file). In the "Save as type" drop down, select CSV (comma delimited).



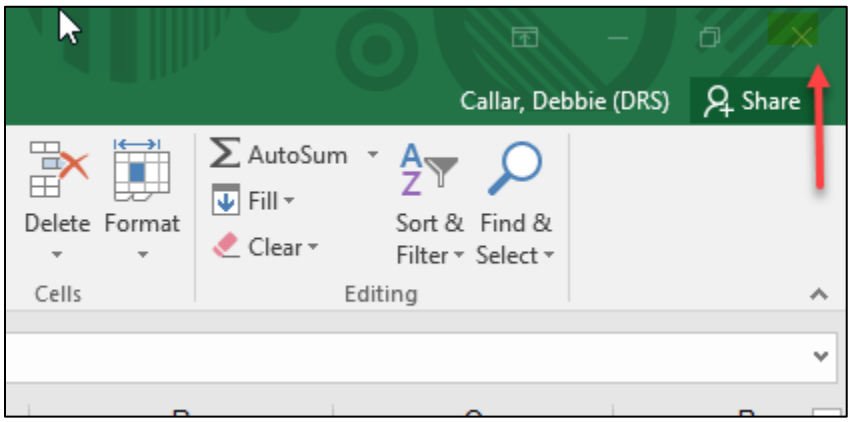
16. Select “Save”



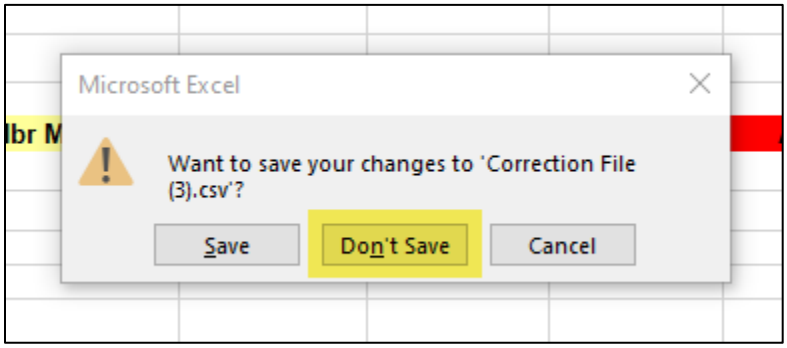
17. Select “Yes.” The correction file will be saved and ready to upload.



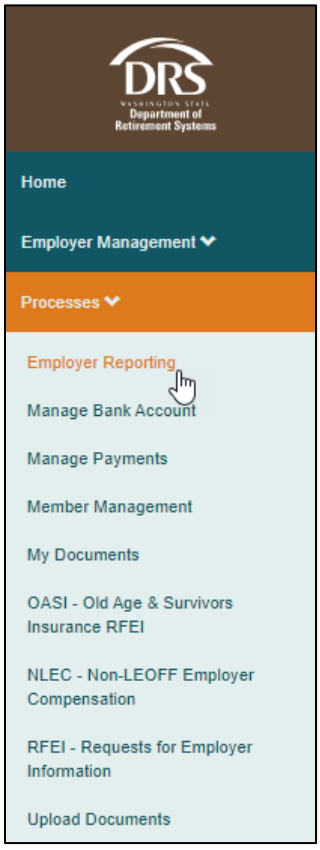
18. Select the “X” in the upper right corner of the document to close it



19. Select “Don’t Save.” The document was previously saved in steps 17 and 18.

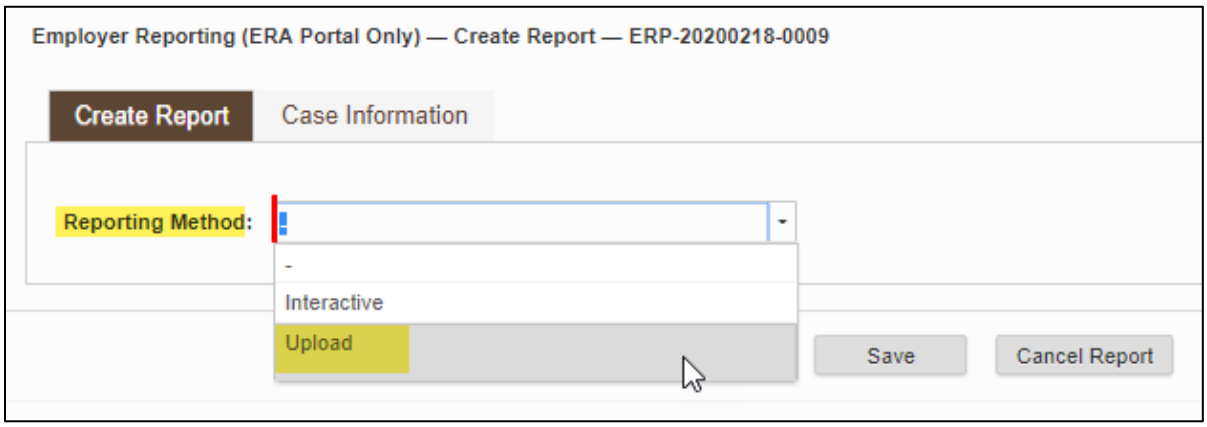


20. **Upload the Generated Correction File. Select "Processes" and then select "Employer Reporting."**

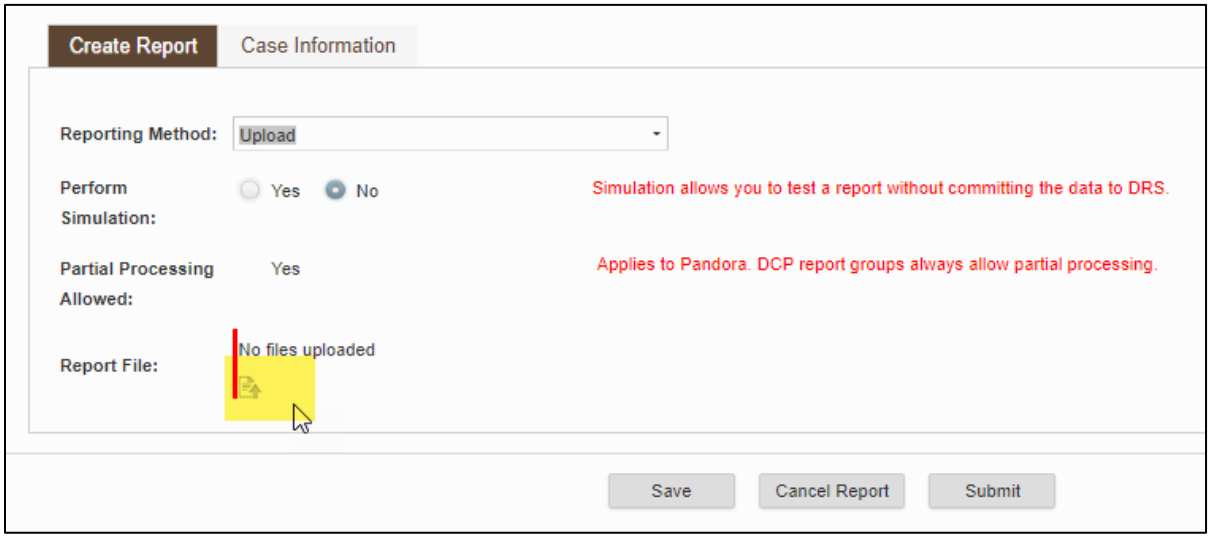


21. **Select "Start"**

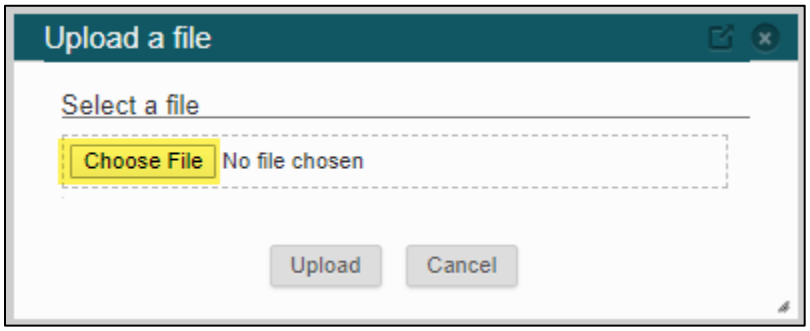
22. Select “Upload” under the Reporting Method drop box



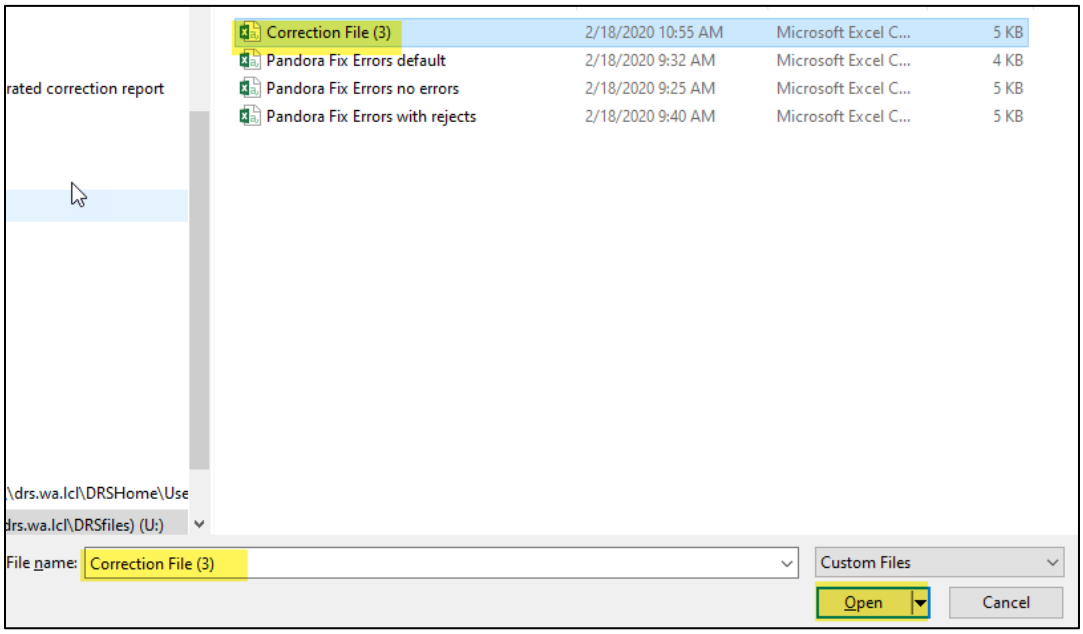
23. Select the paper/arrow icon to start the Upload File process



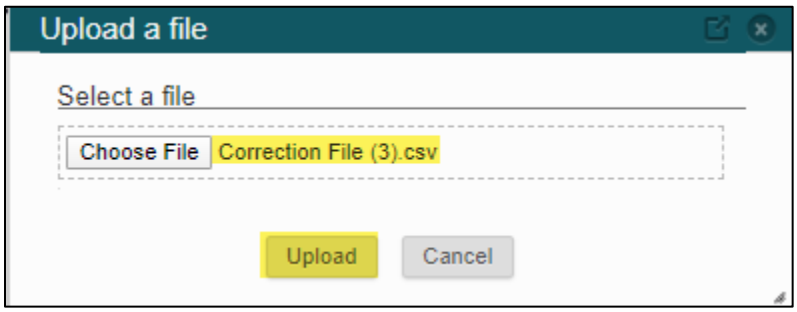
24. Select “Choose File” to select the correction file



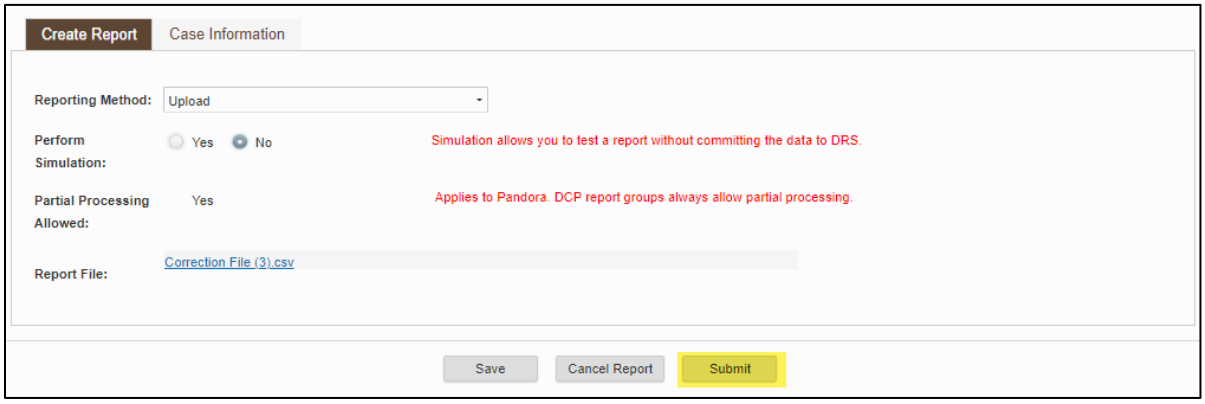
25. Select the correction file to upload and then select “Open”



26. The correction file shows in the field as a .csv file. Select Upload.



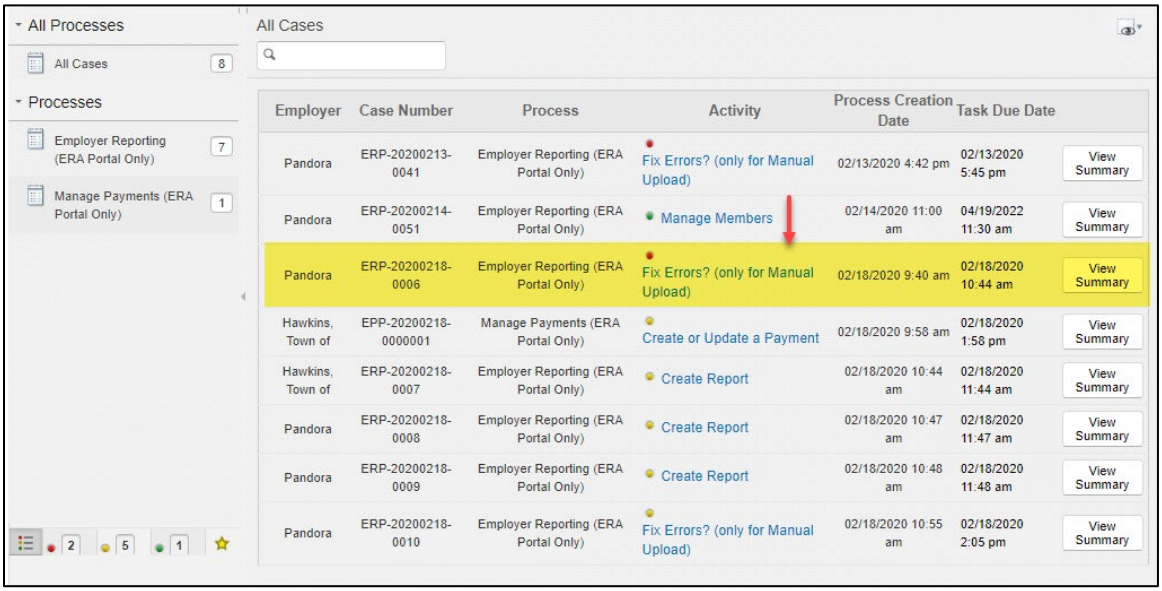
27. Select "Submit" to send the correction file to Upload



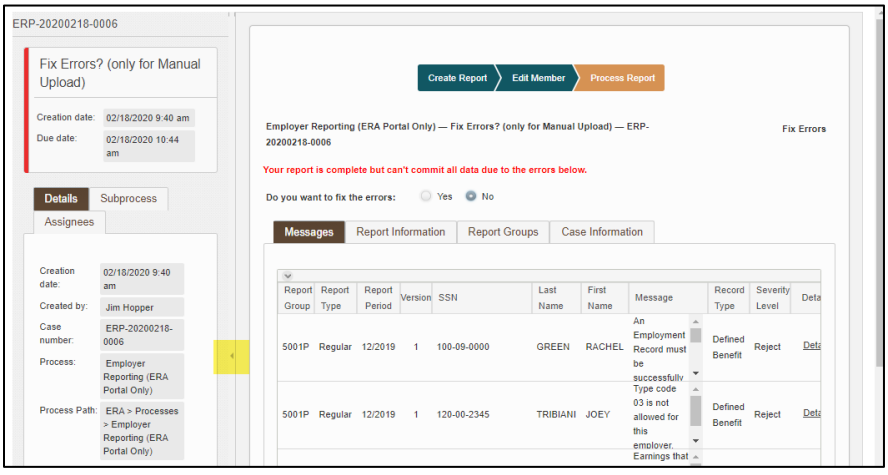
Open Fix Errors feature

1. Select “Tasks” from the menu bar

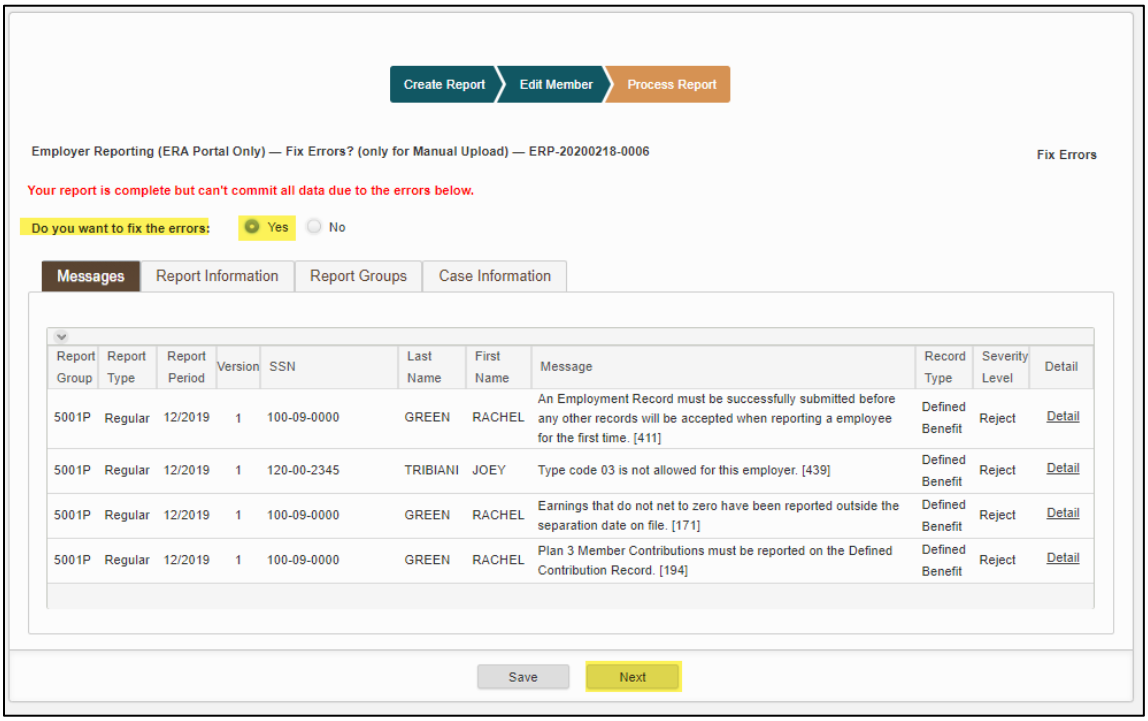
2. Open the Fix Errors case by selecting the “Fix Errors” Link



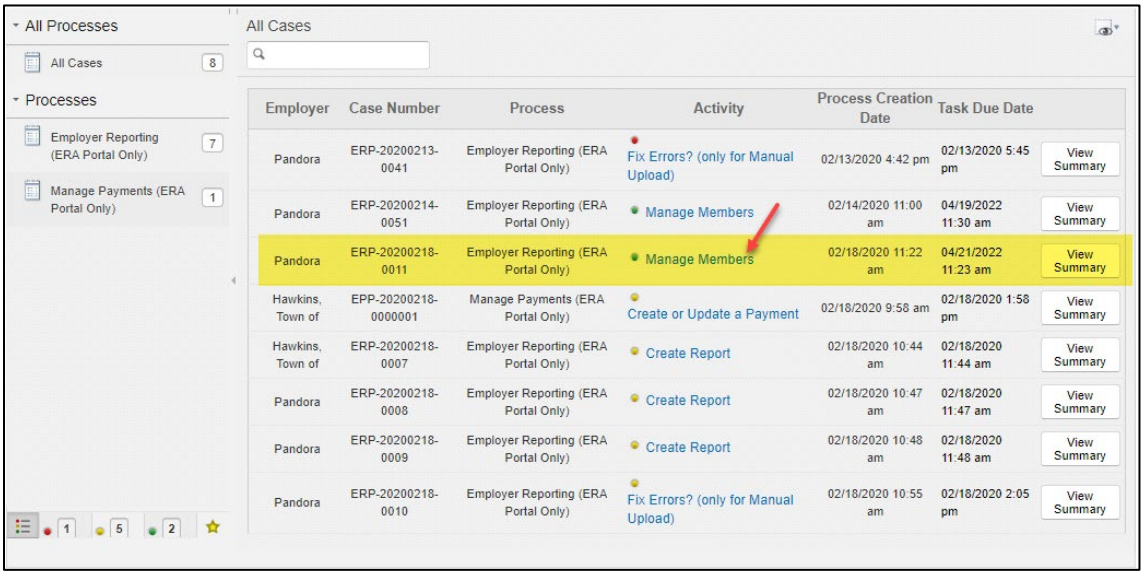
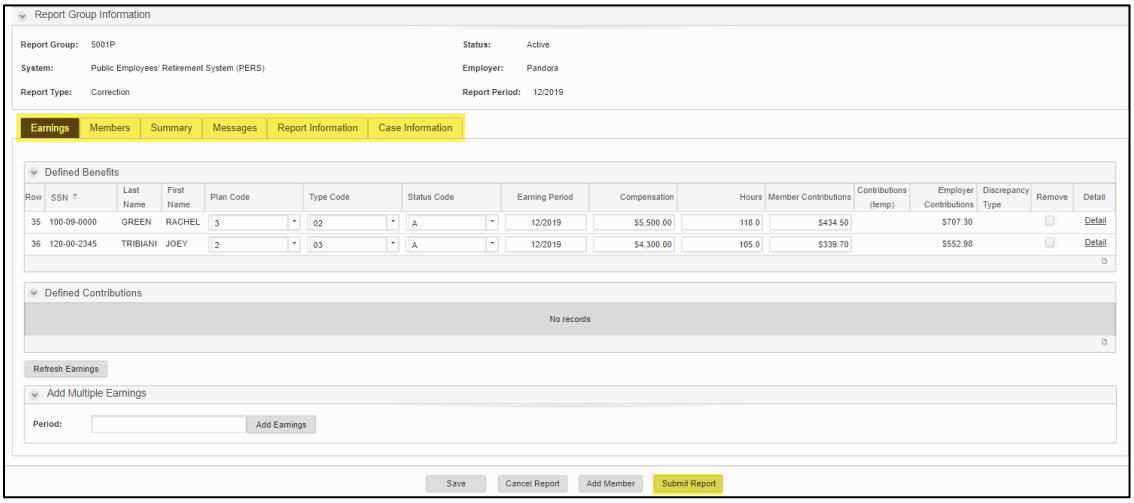
3. To make the work area bigger, select the grey left facing arrow



4. **To open an Interactive correction with all of the rejected and not-processed data from the original transmittal file, select "yes" after "Do you want to fix the errors? Then, select "Next" at the bottom of the page (you might need to scroll down).**



5. **To access the Interactive Correction, select "Tasks" from the menu bar, in Interactive Correction by selecting the "Manage Members" link under "Activity"**



6. **The Interactive correction is prefilled with the information from the original transmittal report. Make all the necessary corrections under each tab and submit the report.**