

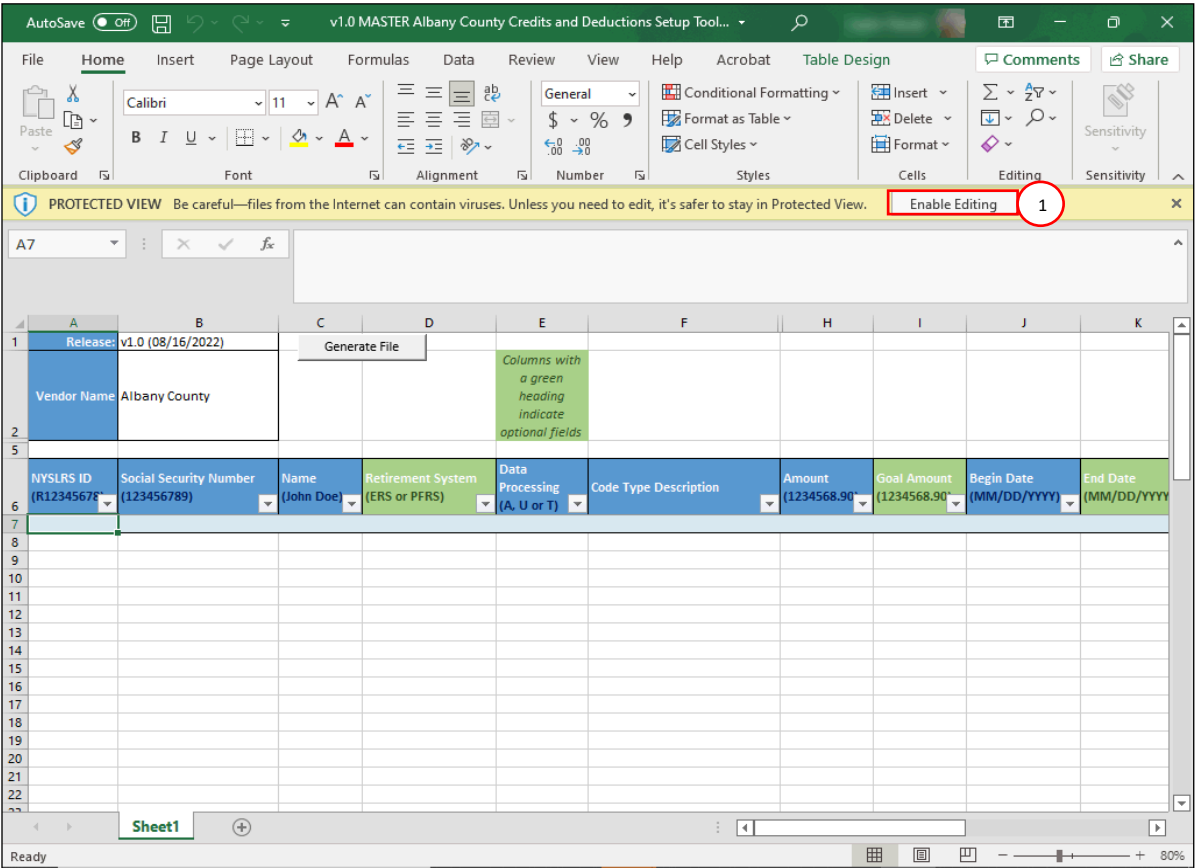
Thomas P. DiNapoli, State Comptroller



Credits and Deductions Setup Tool (Excel Users Only)

This job aid shows you (a participating Organization) how to use the Credits and Deductions Setup Tool to create a pipe-delimited .txt (text) file to be uploaded into *OSC's Secure File Transfer Services Interface*. The pipe delimited .txt (text file) is the only file format NYSLRS will accept.

Note: Each time you create a file, start with the master copy that NYSLRS sent you. It is important not to overwrite the master file.

Step	Action																				
<p>1</p>	<p>Open the Credits and Deductions Setup tool and click the Enable Editing button.</p> <div data-bbox="317 394 533 435" style="border: 1px solid black; padding: 2px; display: inline-block;">Enable Editing</div>  <p>The screenshot shows the Excel interface for a file named 'v1.0 MASTER Albany County Credits and Deductions Setup Tool...'. The ribbon is set to 'Home'. A yellow 'PROTECTED VIEW' banner is visible at the top, with the 'Enable Editing' button highlighted in a red box and a circled '1' next to it. The spreadsheet data is as follows:</p> <table border="1"> <thead> <tr> <th>NYSLRS ID</th> <th>Social Security Number</th> <th>Name</th> <th>Retirement System</th> <th>Data Processing</th> <th>Code Type Description</th> <th>Amount</th> <th>Goal Amount</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>(R12345678)</td> <td>(123456789)</td> <td>(John Doe)</td> <td>(ERS or PERS)</td> <td>(A, U or T)</td> <td></td> <td>(1234568.90)</td> <td>(1234568.90)</td> <td>(MM/DD/YYYY)</td> <td>(MM/DD/YYYY)</td> </tr> </tbody> </table>	NYSLRS ID	Social Security Number	Name	Retirement System	Data Processing	Code Type Description	Amount	Goal Amount	Begin Date	End Date	(R12345678)	(123456789)	(John Doe)	(ERS or PERS)	(A, U or T)		(1234568.90)	(1234568.90)	(MM/DD/YYYY)	(MM/DD/YYYY)
NYSLRS ID	Social Security Number	Name	Retirement System	Data Processing	Code Type Description	Amount	Goal Amount	Begin Date	End Date												
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Step	Action
<p>2</p>	<p>Click the Enable Content button.</p> <div data-bbox="310 358 529 402" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Enable Content</p> </div>

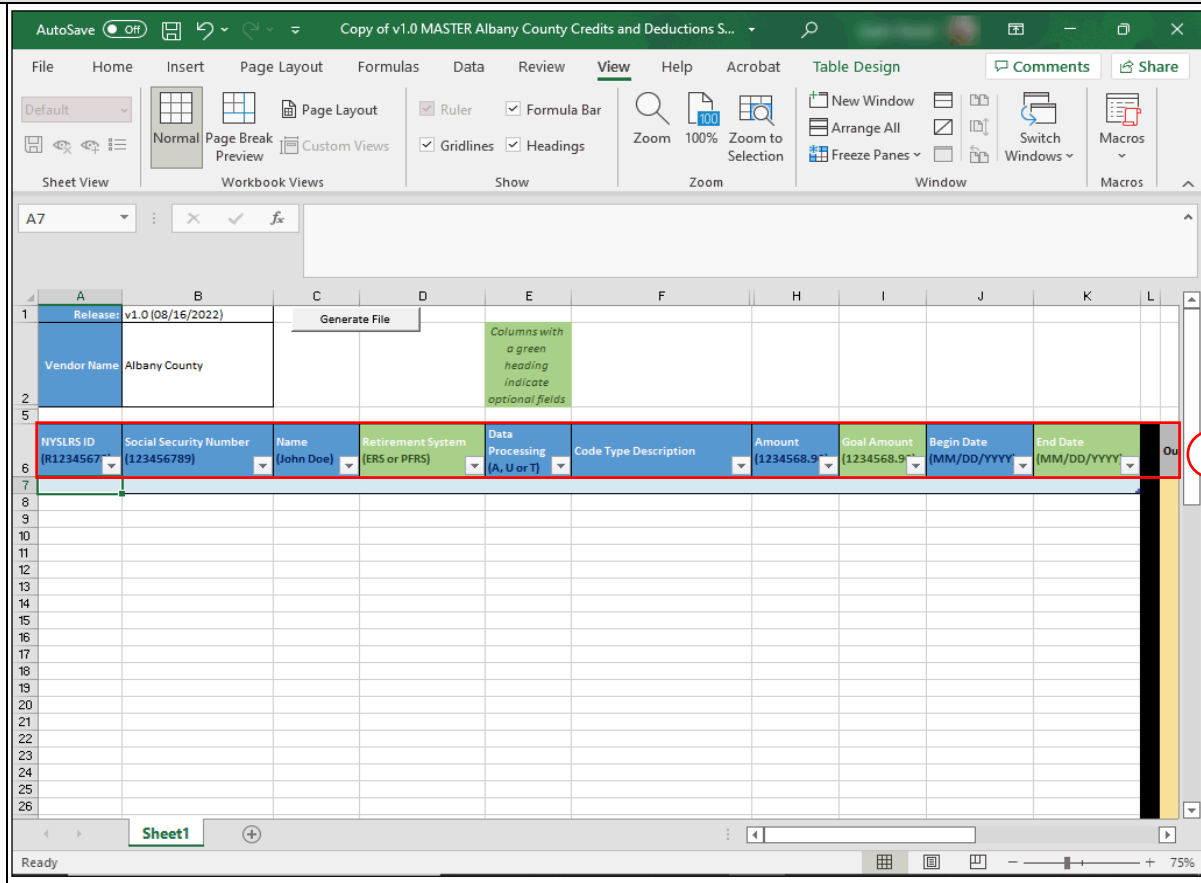
The screenshot shows the Excel interface for a tool titled "v1.0 MASTER Albany County Credits and Deductions Setup Tool...". A yellow security warning banner is visible at the top, stating "SECURITY WARNING: Macros have been disabled." with an "Enable Content" button circled in red and labeled with a "2".

The spreadsheet data is as follows:

	A	B	C	D	E	F	H	I	J	K
1	Release:	v1.0 (08/16/2022)	Generate File							
2	Vendor Name	Albany County			Columns with a green heading indicate optional fields					
6	NYSLRS ID (R12345678)	Social Security Number (123456789)	Name (John Doe)	Retirement System (ERS or PFRS)	Data Processing (A, U or T)	Code Type Description	Amount (1234568.90)	Goal Amount (1234568.90)	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)

Step	Action
<p>3</p>	<p>The tool is now ready for your use.</p> <p>Your Organization will automatically appear in the Vendor Name field.</p> <div data-bbox="310 505 470 537" style="border: 1px solid black; padding: 2px; width: fit-content;">Vendor Name</div> <p>Note: If your Organization name is not listed or is listed incorrectly in the Vendor Name field, please notify NYSLRS by emailing NYSLRSvendor@osc.ny.gov.</p>
<p>The screenshot shows the Excel interface for 'Copy of v1.0 MASTER Albany County Credits and Deductions S...'. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Acrobat, Table Design, Comments, and Share. The 'View' ribbon is active, showing options like Ruler, Formula Bar, Gridlines, and Headings. The spreadsheet grid shows a 'Generate File' button in cell C1. Below it, the 'Vendor Name' field in cell B2 contains 'Albany County' and is circled in red with the number 3. A green callout box points to columns E through L, stating 'Columns with a green heading indicate optional fields'. The spreadsheet has a header row (row 6) with the following columns: NYSLRS ID (R1234567), Social Security Number (123456789), Name (John Doe), Retirement System (ERS or PFRS), Data Processing (A, U or T), Code Type Description, Amount (1234568.9), Goal Amount (1234568.9), Begin Date (MM/DD/YYYY), and End Date (MM/DD/YYYY). The status bar at the bottom shows 'Sheet1' and 'Ready'.</p>	

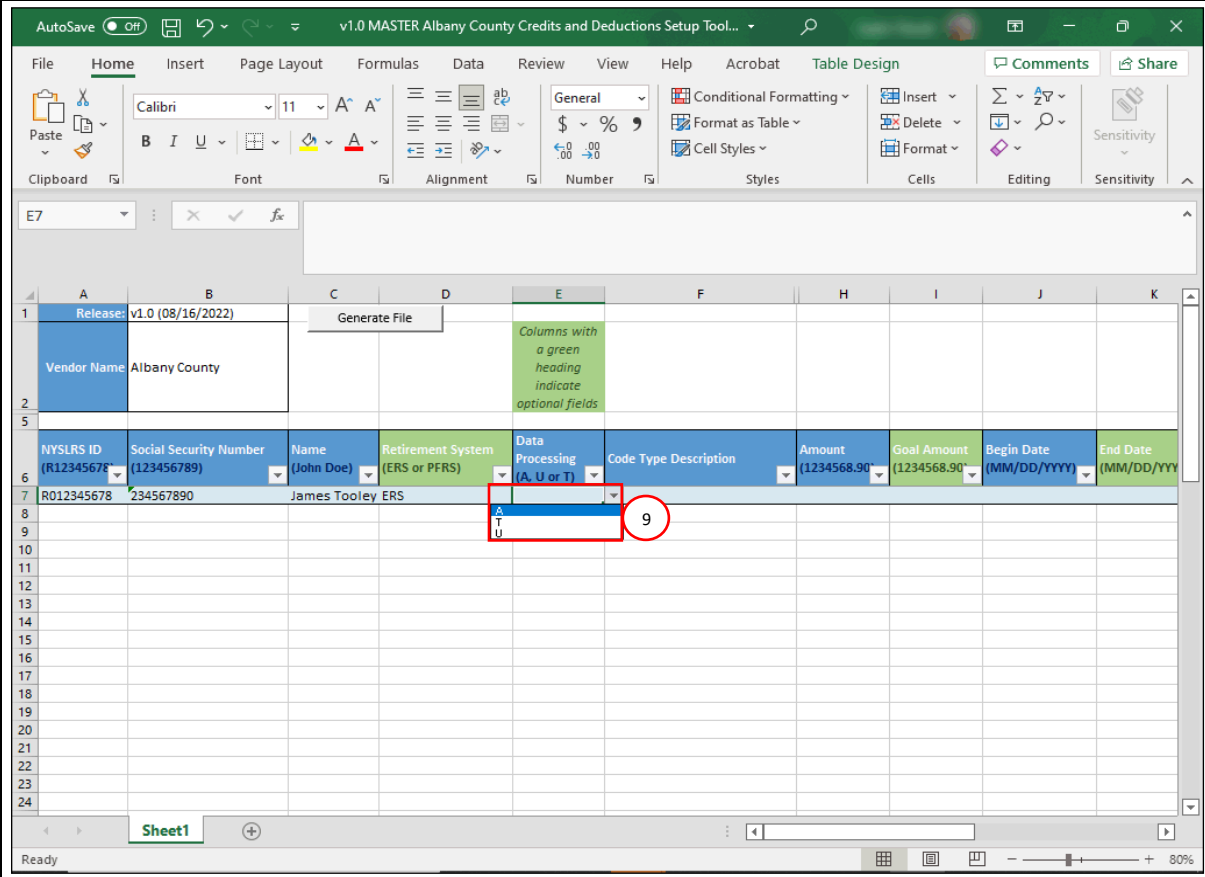
Step	Action
<p>4</p>	<p>Look at each column heading shaded in blue or green. Each column heading indicates what data is entered in each cell, with an example of how the data should be entered and look like. Do not edit the cell size, spacing or format conventions.</p> <p>Working from left to right, fill in the payee's data.</p> <p>Note: All fields are required except the Retirement System, Goal Amount and End Date fields. These optional fields are highlighted in green.</p> <p>You will still be able to generate a .txt file if no data is entered in these optional fields.</p>

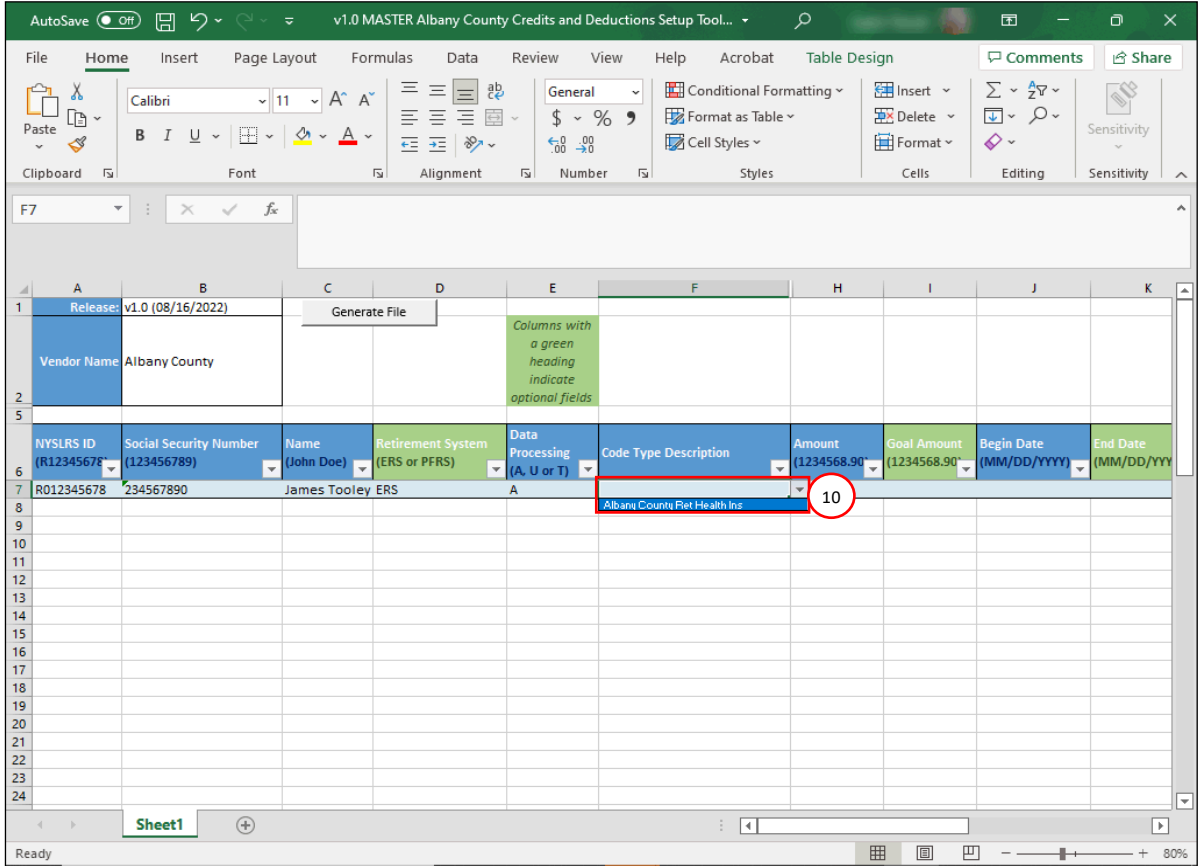


Step	Action	
<p>5</p>	<p>Click or tab into the NYSLRS ID field and type the payee's 9-character alphanumeric ID (i.e. R#####) This is a required field.</p> <p><input type="text"/></p> <p>Note: NYSLRS will be assigning a unique NYSLRS ID to each payee. Organizations need to obtain the NYSLRS ID directly from the payee.</p>	
<p>6</p>	<p>Click or tab into the Social Security Number field and type the payee's 9-digit social security number. This is a required field.</p> <p><input type="text"/></p> <p>Note: An error message will appear if you enter spaces, dashes, or a number other than 9 digits.</p>	
<p>7</p>	<p>Click or tab into the Name field and type the payee's first and last name. This is a required field.</p> <p><input type="text"/></p> <p>Note: Prefixes, middle initials and suffixes may be used if necessary.</p>	

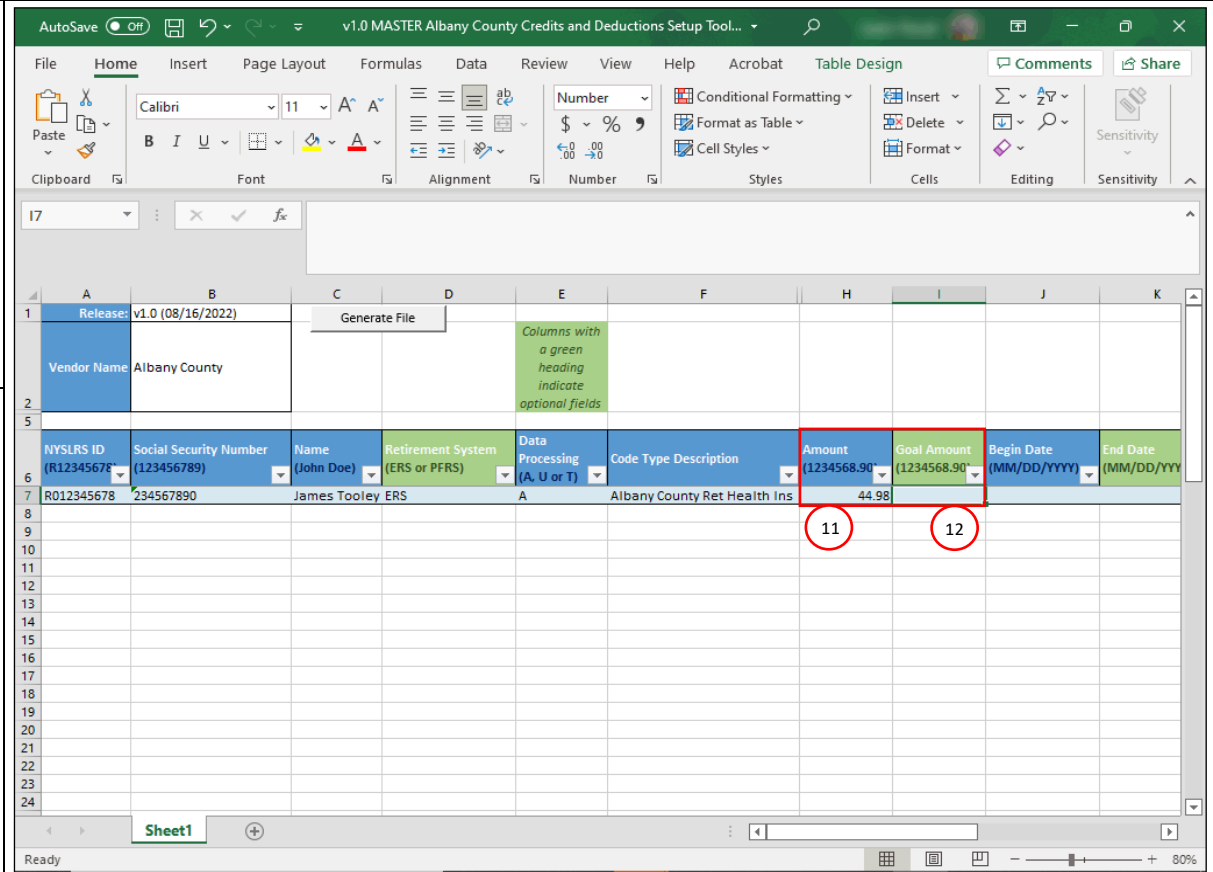
Step	Action
<p>8</p>	<p>Click or tab into the Retirement System field to activate the dropdown. Select the payee's retirement system from which the credit or deduction should be taken against. This is not a required field.</p> <p><input type="text"/></p> <p>Note: The values used to populate this field are: ERS = Employees Retirement System PFRS = Police and Fire Retirement System</p> <p>If the Retirement System is not provided, NYSLRS will setup the deduction following a predefined hierarchy.</p> <p>In the event of a dual membership, the payee's data for the other retirement system would need to be entered again on another row to reflect each.</p>

Step	Action
<p>9</p>	<p>Click or tab into the Data Processing field to activate the dropdown. Select the payee's appropriate processing transaction. This is a required field.</p> <p><input type="text"/></p> <p>Note: The values used to populate this field are: A = Add T = Terminate U = Update</p> <p>An error will generate if a lowercase letter is entered.</p>

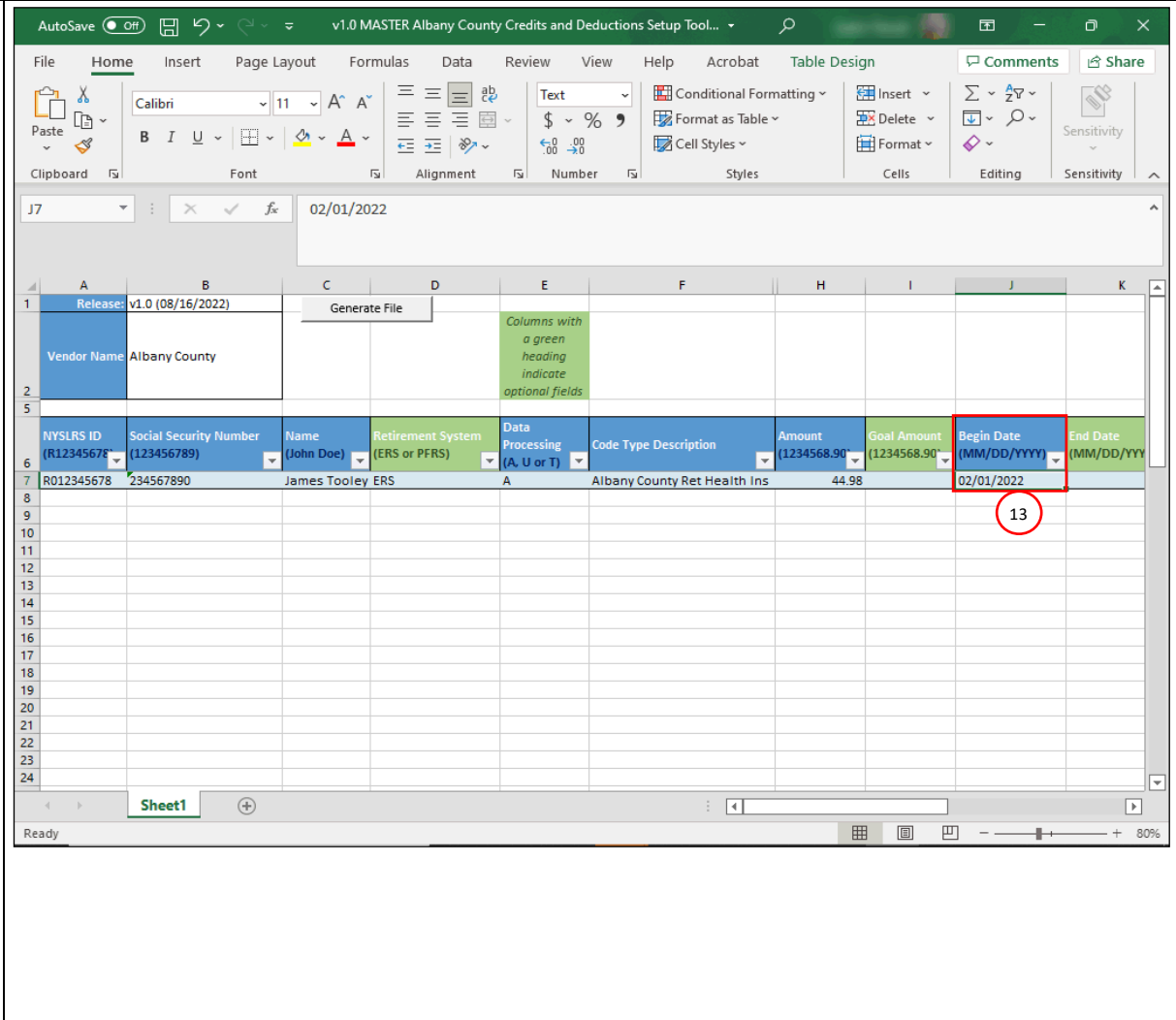


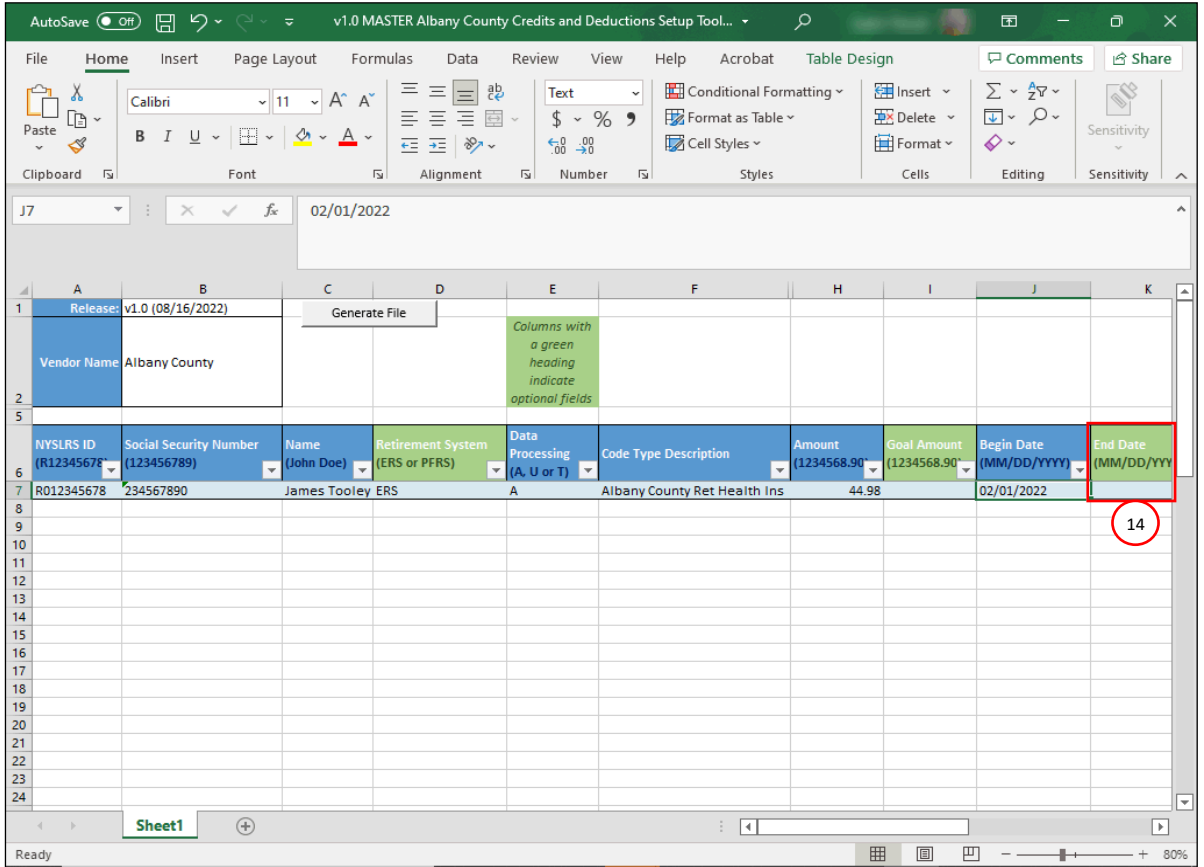
Step	Action
<p>10</p>	<p>Click or tab into the Code Type Description field to activate the dropdown. Select the payee's appropriate code type. This is a required field.</p> <p>Note: The Code Type Description field is tied to your Vendor ID. If you have access to more than one code type, it will be listed in the dropdown.</p> <p>An error will generate if the correct option is not selected from the dropdown menu.</p> 

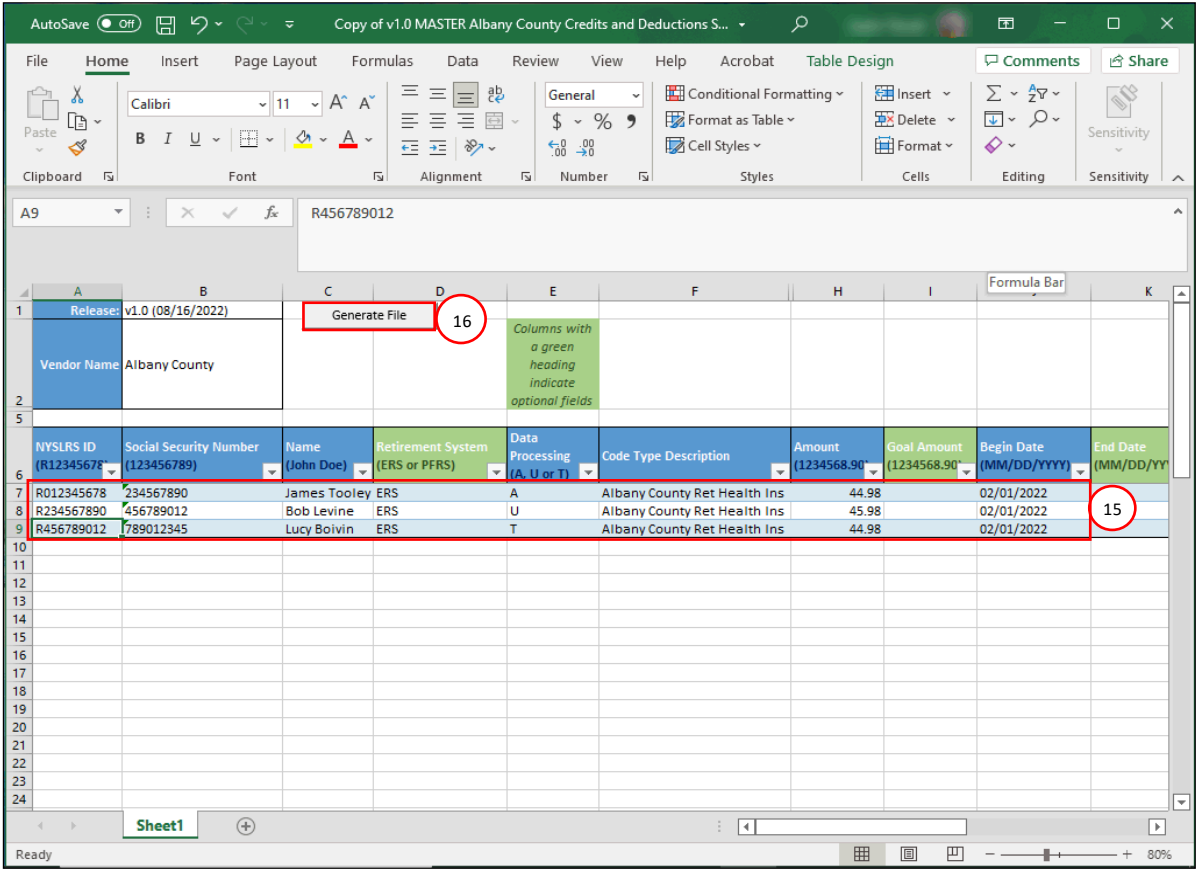
Step	Action
<p>11</p>	<p>Click or tab into the Amount field to type in the amount of the credit or deduction. This is a required field.</p> <p><input type="text"/></p> <p>Note: Commas are not required when entering a dollar amount. The field should be populated with cents (e.g., 100.00).</p>
<p>12</p>	<p>Click or tab into the Goal Amount field and type in the goal amount. This is not a required field.</p> <p><input type="text"/></p> <p>Note: The goal amount is a “do not exceed” amount. Once reached, the deduction will automatically stop. For example, if the goal amount is \$1,000 and the monthly deduction amount is \$50, NYSLRS will automatically stop the deduction after 20 months.</p> <p>Commas are not required when entering a dollar amount. The field should be populated with cents (e.g., 100.00).</p>

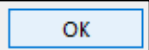
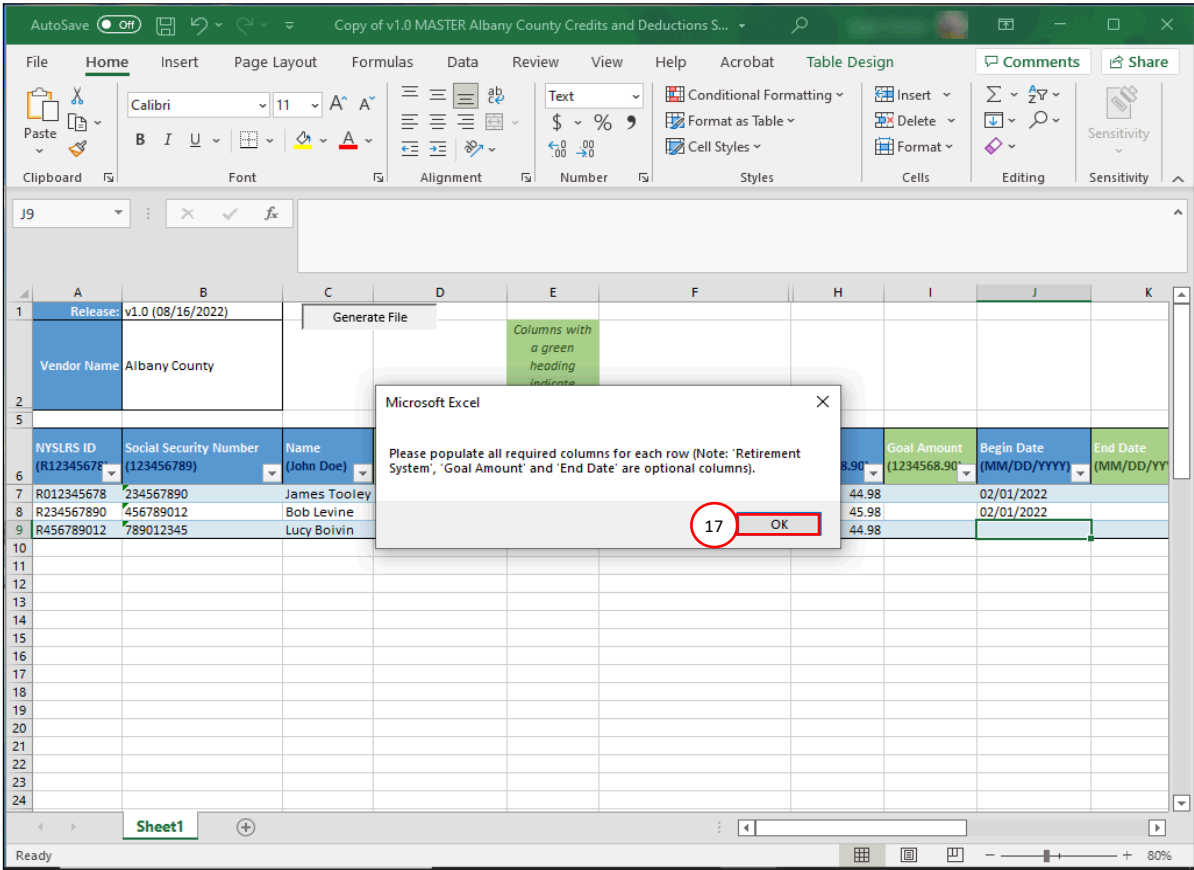


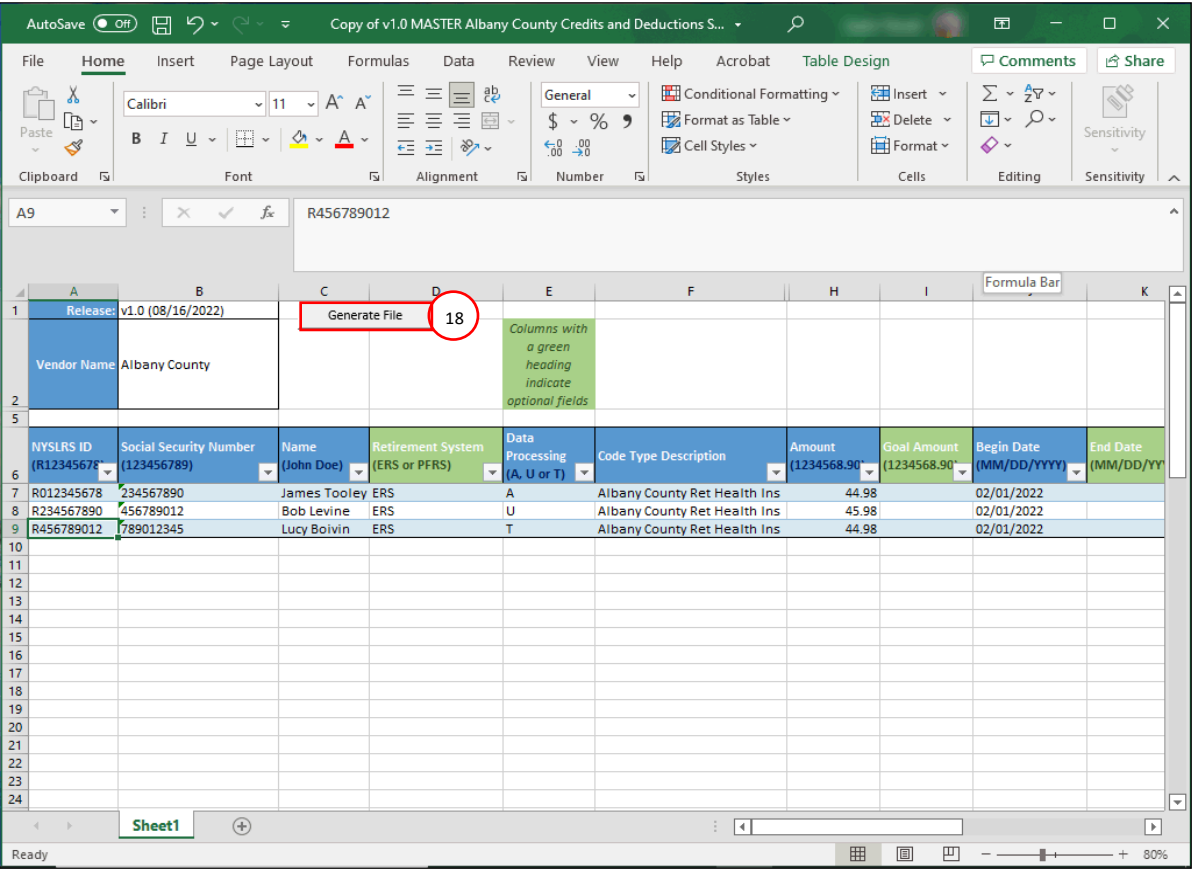
Step	Action
<p>13</p>	<p>Click or tab into the Begin Date field to type in the date the credit or deduction will begin. This is a required field.</p> <p>Note: For any terminate (T) rows, the Begin Date field must be the first day of the month you want to terminate the deduction for the retiree.</p> <p>An error will generate if the MM/DD/YYYY format is not entered.</p>

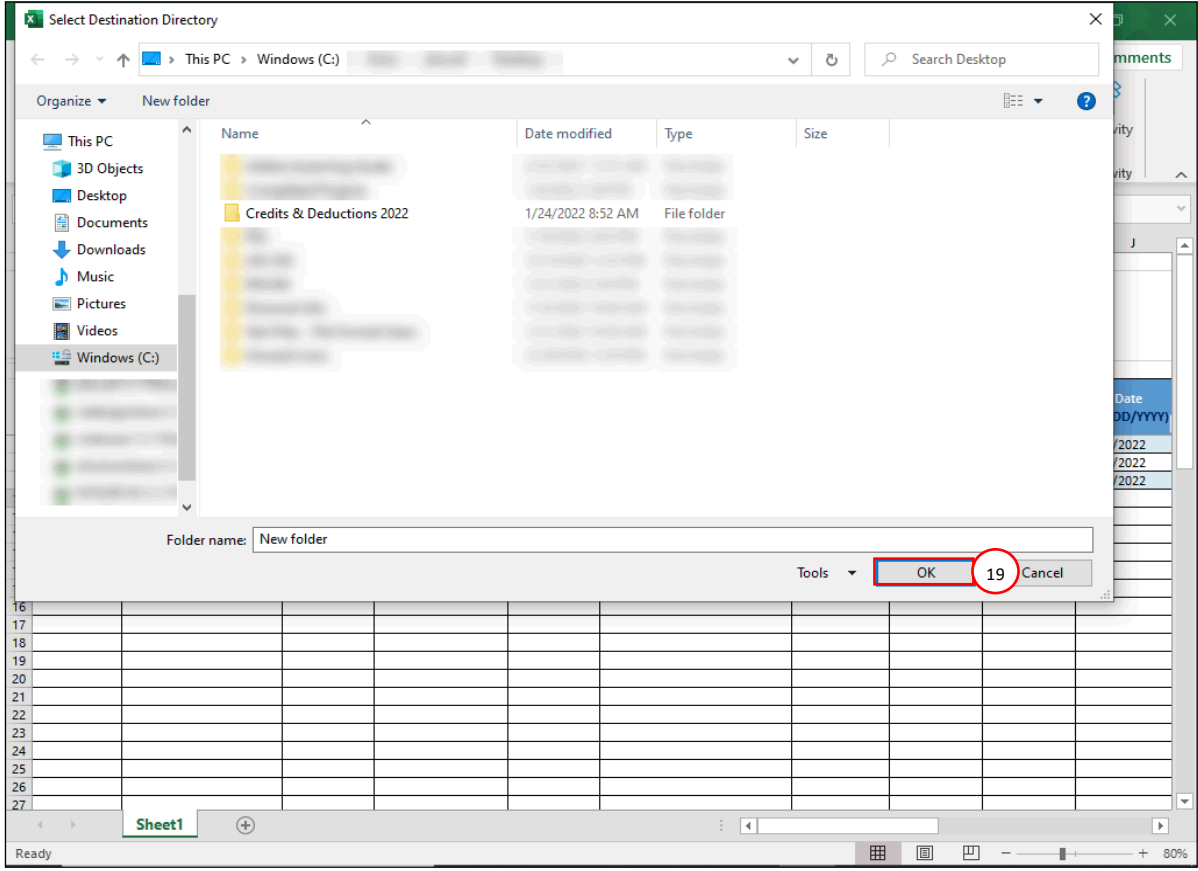


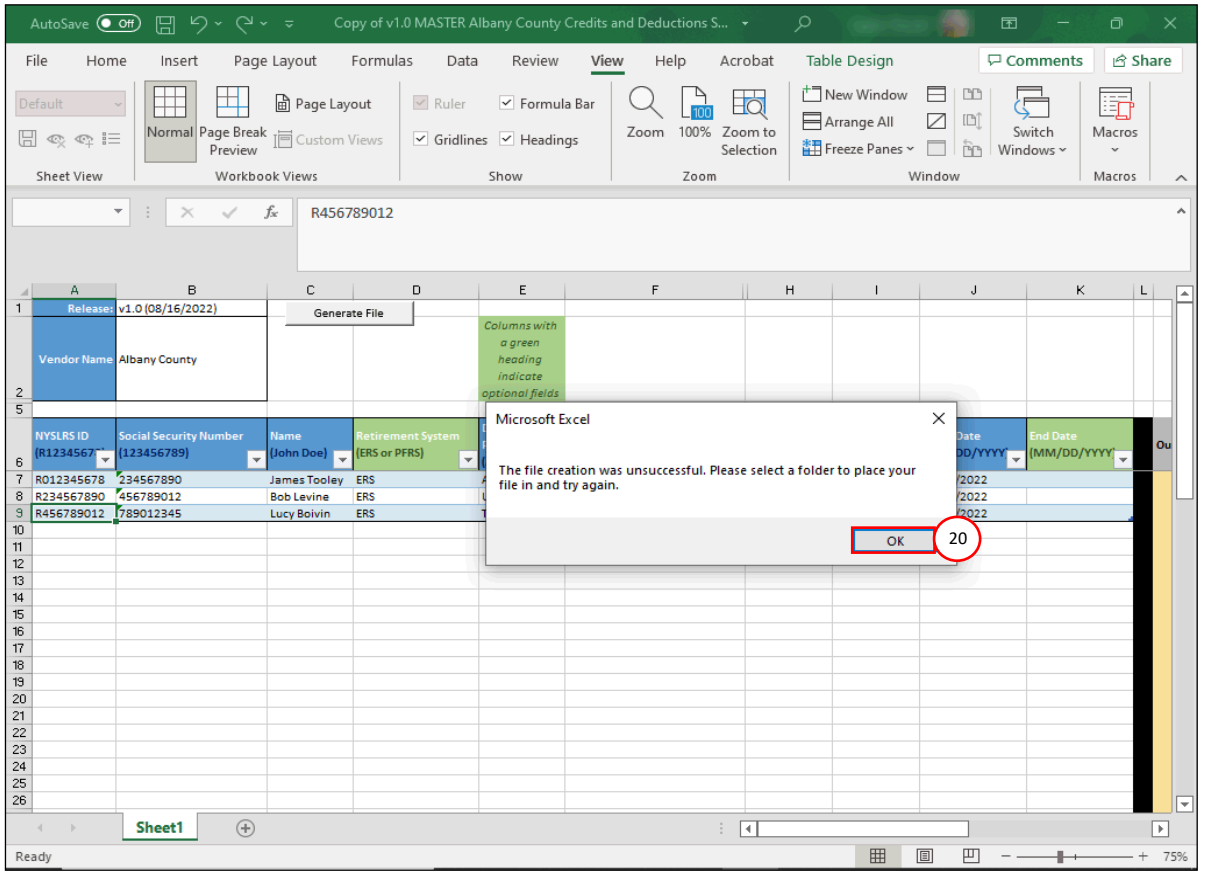
Step	Action
<p>14.</p>	<p>Click or tab into the End Date field to type in the date the deduction will stop. This is not a required field.</p> <p><input type="text"/></p> <p>Note: This field will only be used when entering a future date in which a credit or deduction should terminate. For example, if you are processing an Add (A) transaction, you would enter a begin date of 02/01/2022 and an end date of 02/01/2023. The deduction would begin on 02/01/2022 and would end on 02/01/2023.</p> <p>An error will generate if the MM/DD/YYYY format is not entered.</p> 

Step	Action																																								
<p>15</p> <p>Click or tab into the next row to continue entering data for each payee.</p> <p>Note: You may add as many rows are necessary. As you keep adding payee data the rows will auto-expand. For ease of use and differentiating each payee's data, the lines will alternate between white and blue shading.</p> <p>Do not skip or hide any rows. These rows will not be processed.</p> <p>Do not enter any information in the Output area as this will negatively impact your file.</p>	 <p>Columns with a green heading indicate optional fields</p> <table border="1"> <thead> <tr> <th>NYSLRS ID</th> <th>Social Security Number</th> <th>Name</th> <th>Retirement System</th> <th>Data Processing</th> <th>Code Type Description</th> <th>Amount</th> <th>Goal Amount</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>R012345678</td> <td>234567890</td> <td>James Tooley</td> <td>ERS</td> <td>A</td> <td>Albany County Ret Health Ins</td> <td>44.98</td> <td>(1234568.90)</td> <td>02/01/2022</td> <td></td> </tr> <tr> <td>R234567890</td> <td>456789012</td> <td>Bob Levine</td> <td>ERS</td> <td>U</td> <td>Albany County Ret Health Ins</td> <td>45.98</td> <td></td> <td>02/01/2022</td> <td></td> </tr> <tr> <td>R456789012</td> <td>789012345</td> <td>Lucy Boivin</td> <td>ERS</td> <td>T</td> <td>Albany County Ret Health Ins</td> <td>44.98</td> <td></td> <td>02/01/2022</td> <td></td> </tr> </tbody> </table>	NYSLRS ID	Social Security Number	Name	Retirement System	Data Processing	Code Type Description	Amount	Goal Amount	Begin Date	End Date	R012345678	234567890	James Tooley	ERS	A	Albany County Ret Health Ins	44.98	(1234568.90)	02/01/2022		R234567890	456789012	Bob Levine	ERS	U	Albany County Ret Health Ins	45.98		02/01/2022		R456789012	789012345	Lucy Boivin	ERS	T	Albany County Ret Health Ins	44.98		02/01/2022	
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<p>16</p> <p>After all data has been entered, click on the Generate File button.</p> <p>Note: If you receive an error message, proceed to Step 17. Otherwise proceed to Step 19.</p>	<p>Generate File</p>																																								

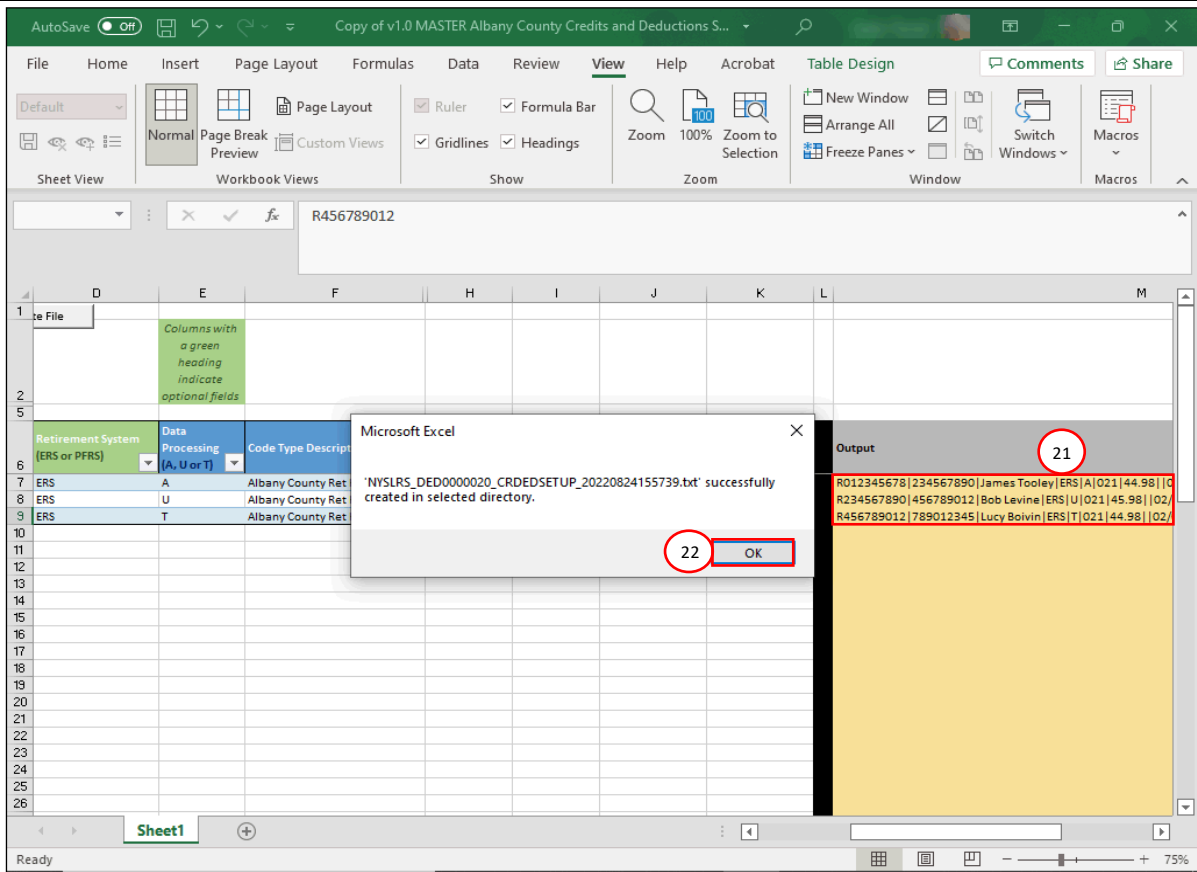
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<p>17</p> <p>If the report cannot be generated, a pop up will appear asking you to try again.</p> <p>Click the OK button.</p>  <p>Note: The pop-up will generate if the following fields are missing:</p> <ol style="list-style-type: none"> NYSLRS ID Social Security Number Name Amount Begin Date <p>Review each row to ensure all data is entered in according to the requirements for each field. For additional information, refer to the Message Generated by Setup the Credits and Deductions Tool section of the website.</p>	 <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th>Release</th> <th>Vendor Name</th> <th>NYSLRS ID</th> <th>Social Security Number</th> <th>Name</th> <th>Goal Amount</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>v1.0 (08/16/2022)</td> <td>Albany County</td> <td>(R12345678)</td> <td>(123456789)</td> <td>(John Doe)</td> <td>8.90</td> <td>(1234568.90)</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td></td> <td></td> <td>R012345678</td> <td>234567890</td> <td>James Tooley</td> <td>44.98</td> <td>02/01/2022</td> <td></td> </tr> <tr> <td></td> <td></td> <td>R234567890</td> <td>456789012</td> <td>Bob Levine</td> <td>45.98</td> <td>02/01/2022</td> <td></td> </tr> <tr> <td></td> <td></td> <td>R456789012</td> <td>789012345</td> <td>Lucy Boivin</td> <td>44.98</td> <td></td> <td></td> </tr> </tbody> </table>	Release	Vendor Name	NYSLRS ID	Social Security Number	Name	Goal Amount	Begin Date	End Date	v1.0 (08/16/2022)	Albany County	(R12345678)	(123456789)	(John Doe)	8.90	(1234568.90)	(MM/DD/YYYY)			R012345678	234567890	James Tooley	44.98	02/01/2022				R234567890	456789012	Bob Levine	45.98	02/01/2022				R456789012	789012345	Lucy Boivin	44.98		
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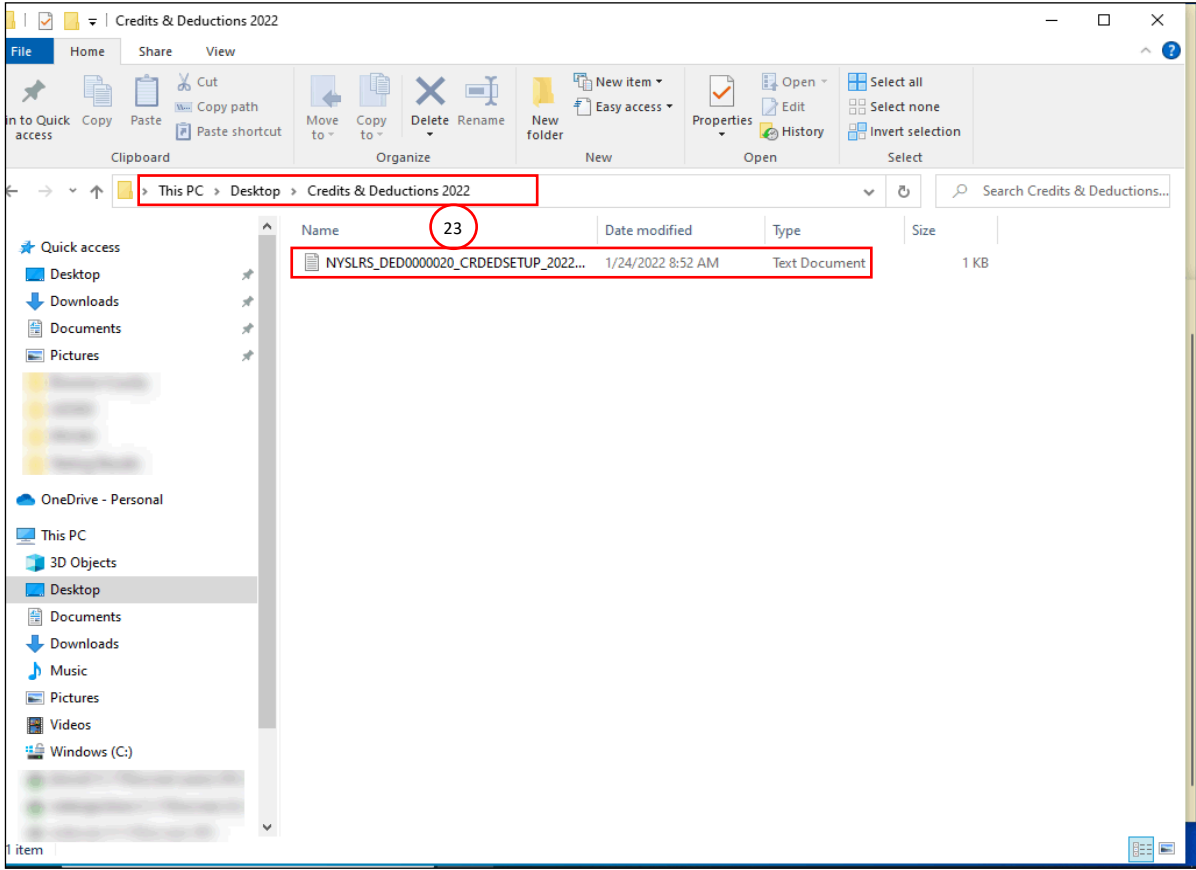
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<p>18</p>	<p>Click on the Generate File button.</p> <div data-bbox="317 326 531 375" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Generate File</p> </div>  <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th>NYSLRS ID (R12345678)</th> <th>Social Security Number (123456789)</th> <th>Name (John Doe)</th> <th>Retirement System (ERS or PFRS)</th> <th>Data Processing (A, U or T)</th> <th>Code Type Description</th> <th>Amount (1234568.90)</th> <th>Goal Amount (1234568.90)</th> <th>Begin Date (MM/DD/YYYY)</th> <th>End Date (MM/DD/YY)</th> </tr> </thead> <tbody> <tr> <td>R012345678</td> <td>234567890</td> <td>James Tooley</td> <td>ERS</td> <td>A</td> <td>Albany County Ret Health Ins</td> <td>44.98</td> <td></td> <td>02/01/2022</td> <td></td> </tr> <tr> <td>R234567890</td> <td>456789012</td> <td>Bob Levine</td> <td>ERS</td> <td>U</td> <td>Albany County Ret Health Ins</td> <td>45.98</td> <td></td> <td>02/01/2022</td> <td></td> </tr> <tr> <td>R456789012</td> <td>789012345</td> <td>Lucy Boivin</td> <td>ERS</td> <td>T</td> <td>Albany County Ret Health Ins</td> <td>44.98</td> <td></td> <td>02/01/2022</td> <td></td> </tr> </tbody> </table>	NYSLRS ID (R12345678)	Social Security Number (123456789)	Name (John Doe)	Retirement System (ERS or PFRS)	Data Processing (A, U or T)	Code Type Description	Amount (1234568.90)	Goal Amount (1234568.90)	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YY)	R012345678	234567890	James Tooley	ERS	A	Albany County Ret Health Ins	44.98		02/01/2022		R234567890	456789012	Bob Levine	ERS	U	Albany County Ret Health Ins	45.98		02/01/2022		R456789012	789012345	Lucy Boivin	ERS	T	Albany County Ret Health Ins	44.98		02/01/2022	
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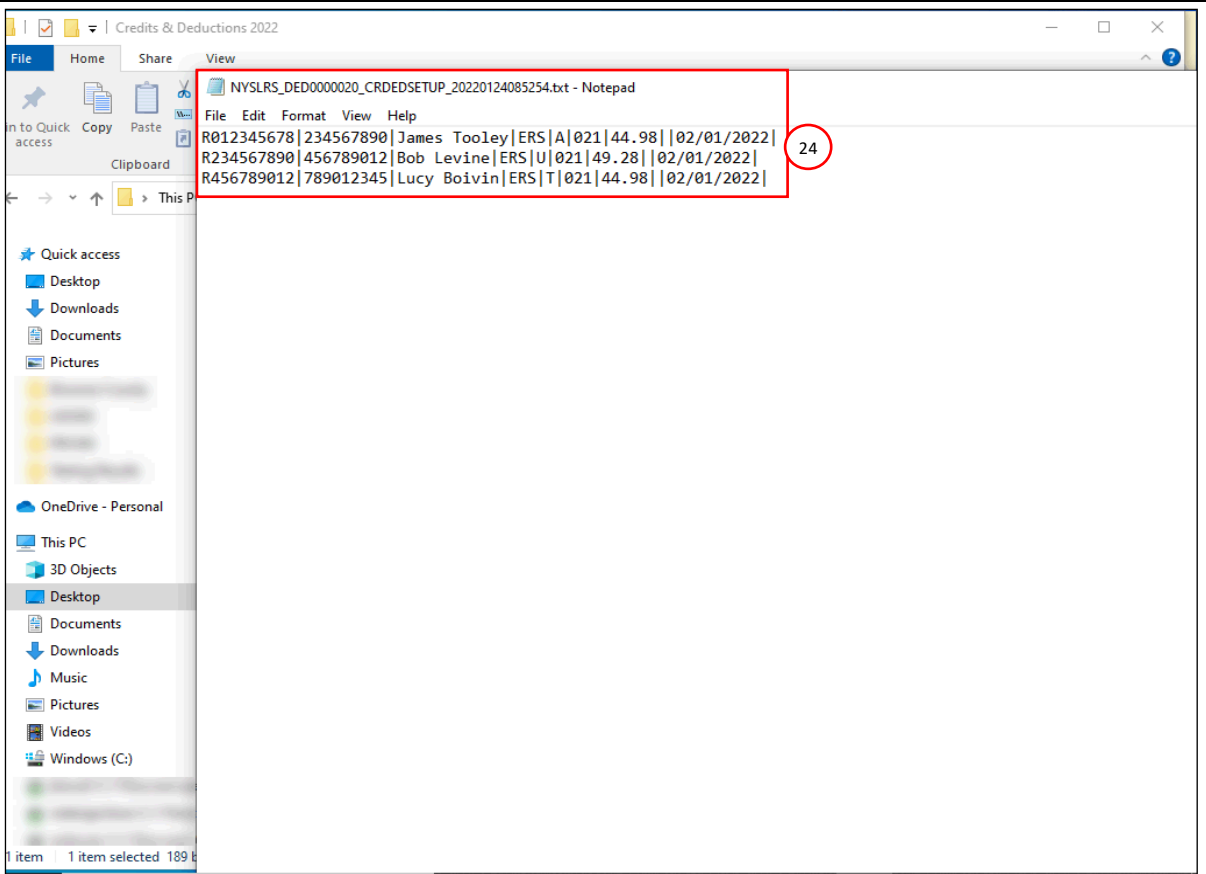
Step	Action
<p>19</p>	<p>If the report can be generated, a 'Select Destination Directory' pop-up will appear.</p> <p>You will determine where on your device the pipe-delimited .txt file will be saved.</p> <p>Click the OK button.</p> <div data-bbox="317 646 464 695" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">OK</div> <p>Note: To stop this file from generating, click Cancel or the 'X' on the Select Destination Directory pop-up window and proceed to step 20. Otherwise proceed to step 21.</p> 

Step	Action																
<p>20</p> <p>If you clicked cancel or the 'X' on the Select Destination Directory pop-up window, the following pop-up will appear.</p> <p>Click the OK button and return to Step 18.</p> <div data-bbox="317 537 464 586" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>	 <p>The screenshot shows the Microsoft Excel interface with a data table and an error dialog box. The data table is as follows:</p> <table border="1"> <thead> <tr> <th>NYSLRS ID</th> <th>Social Security Number</th> <th>Name</th> <th>Retirement System</th> </tr> </thead> <tbody> <tr> <td>R012345678</td> <td>234567890</td> <td>James Tooley</td> <td>ERS</td> </tr> <tr> <td>R234567890</td> <td>456789012</td> <td>Bob Levine</td> <td>ERS</td> </tr> <tr> <td>R456789012</td> <td>789012345</td> <td>Lucy Boivin</td> <td>ERS</td> </tr> </tbody> </table> <p>The error dialog box contains the following text: "The file creation was unsuccessful. Please select a folder to place your file in and try again." The "OK" button in the dialog is circled with a red "20".</p>	NYSLRS ID	Social Security Number	Name	Retirement System	R012345678	234567890	James Tooley	ERS	R234567890	456789012	Bob Levine	ERS	R456789012	789012345	Lucy Boivin	ERS
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Step	Action
<p>21</p>	<p>The data you entered will be converted into the pipe-delimited format and will be visible in the 'Output' section.</p> <p>Note: The output is a preview of what the .txt file will look like. Do not enter any information in the Output area as this will negatively impact your file.</p>
<p>22</p>	<p>At the same time, a pop-up will appear showing you the name of the successfully created .txt file.</p> <p>Click the OK button.</p> <div data-bbox="317 906 464 959" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">OK</div> <p>Note: Do not change the assigned name of the .txt file. In the event the name is changed, NYSLRS will not be able to process the file correctly.</p> <p>To save this file for future reference, you must use the 'File > Save As' option.</p>



Step	Action
23	<p>In order to verify the newly created file for accuracy and/or to upload it, locate and open the appropriate folder on your device.</p>  <p>The screenshot shows a Windows File Explorer window titled "Credits & Deductions 2022". The address bar shows the path "This PC > Desktop > Credits & Deductions 2022". The left sidebar shows "Desktop" selected under "This PC". The main pane displays a table with the following columns: Name, Date modified, Type, and Size. One file is listed: "NYSLRS_DED0000020_CRDESETUP_2022..." with a date modified of "1/24/2022 8:52 AM", type of "Text Document", and size of "1 KB". The number "23" is circled in red in the Name column. The file name and its details are also circled in red.</p>

Step	Action
<p>24</p>	<p>Open the document to ensure it is correct and complete.</p> <p>Note: As a reminder, do not change the assigned name of the .txt file. NYSLRS will not be able to process the file correctly.</p> <p>Do not edit or make any corrections to the .txt file. To make corrections, you will need to correct the data in the Excel tool and you must generate a new file. In doing so, another .txt file will be created with an updated timestamp in the naming convention.</p> <p>It is now ready to upload into OSC's Secure File Transfer Services Interface.</p> <p>You have now successfully created a file using the Credits and Deductions Setup Tool.</p>  <p>The screenshot shows a Notepad window titled "NYSLRS_DED0000020_CRDESETUP_20220124085254.txt - Notepad". The text inside the Notepad is as follows:</p> <pre> R012345678 234567890 James Tooley ERS A 021 44.98 02/01/2022 R234567890 456789012 Bob Levine ERS U 021 49.28 02/01/2022 R456789012 789012345 Lucy Boivin ERS T 021 44.98 02/01/2022 </pre> <p>The number 24 is circled in red in the original image, corresponding to the step number in the first column.</p>