CPI Reporting

CPI Common Remitter Services
4903 10th Street
P.O. Box 110
Great Bend, KS 67530-0110
620-792-5004
620-792-5622 fax

USPS_LCL Menu

```
CPI_PAYRPT CPI Payroll Report (corresponds to CPI_SUBMIT)
CPI_SUBMIT CPI Payroll Submission File
```

CPI_PAYRPT will create a report similar to what was generated for Gatekeeper. However, the totaling on this report has now been improved so there shouldn't be many problems with the 403(b) contribution amounts or gross amount being reported. Please review this report carefully to make sure the amounts look correct. The report is optional and may be more useful if you want to verify multiple 403(b) contributions for an employee. This report will list each 403(b) code and amount that was withheld per employee. Default output file is CPI_PAYRPT.TXT

CAUTION: The contribution amounts will NOT be correct if the employee has more than one contribution for the same amount. For example, if an employee has two 403(b) contributions for $20.00 each pay, the amount reported from these programs will be $20.00 instead of $40.00. The amount will need to be manually corrected on the CSV file before submitting to CPI.

CPI_SUBMIT will create a CSV file for submission to CPI. This file will list one record per employee and reports multiple 403(b) contribution amounts for an employee as one total amount. Default output file is CPI_PAY_SUBMIT.CSV.

If you open the CSV file in Excel, the formatting will be lost for Social Security Numbers that start with zero and the amount fields. If you have Social Security Numbers that begin with zeroes, select the Social Security Number column and right click and select 'format cells'. On the number tab select 'Text' and then add in the missing zeroes. For the amount columns, highlight all the columns and right click to select 'format cells'. On the number tab select 'Number', 2 decimal places and unmark the 'Use 1000 Separator (,)' box. For example, if an employee has an amount of one thousand dollars it should be formatted as 1000.00. Make any necessary updates to the file and I recommend saving in Microsoft Excel Workbook format just in case you need to make any additional changes to the file, this way you won't lose the formatting again. Then save in CSV format again and submit this file to CPI.

Balancing: The amounts being reported to CPI should balance to the totals on a ERNREG report run for the pay date selected. The Gross Pay on the file should also balance to the gross from PAYRPT and the gross reported on the 001 Deduction on DEDTOT. The contribution amounts should also balance to the DEDTOT amounts.

COMPLIANCE-ONLY SERVICE LEVEL

The following new program was added on 12/1/2009 to include a vendor ID field for districts who have a Compliance-Only Service Level agreement with CPI.

CPI_VENDOR CPI Payroll Submission File with Vendor ID

CPI_VENDOR creates a payroll submission file (CSV) for upload to CPI. The file contains all employees paid in the pay date specified if the check has not been voided. The file will list the employee more than once if they have a 403(b) or Roth IRA contribution. The gross amount and each contribution will be listed separately. The Vendor ID will be the Deduction code of the contribution. Default output file is CPI_PAYSUBID.CSV

The file is in CSV format and should be FTP'd to your PC using the ASCII transfer type. If the CSV file is opened in Excel, the amounts must be formatted as numbers with 2 decimals and no separator. Also, if any Social Security Numbers begin with zeroes, you will need to re-format the column as 'text' and add the zeroes back in.

Balancing: Total the amount columns in Excel to balance the amounts being reported to CPI. The amounts should balance to the totals on a ERNREG report run for the pay date selected. The Gross Pay on the file should also balance to the gross from PAYRPT and the gross reported on the 001 Deduction on DEDTOT. The contribution amounts should also balance to the DEDTOT amounts.

YTD Reporting
The following new program was added on 12/8/2009 to report YTD amounts based on the pay date range selected. This file contains the vendor ID (Deduction code) and can be used whether or not you have a compliance-only service level agreement with CPI.

CPI_YTD   CPI YTD Submission File

CPI_YTD creates a YTD submission file for submission to CPI. The file contains all employees paid in the pay date range specified if the check has not been voided. The file will list the employee more than once if they have a 403(b) or Roth IRA contribution. The gross amount and each contribution will be listed separately. The Vendor ID will be the Deduction code of the contribution. Default filename is CPI_YTD.CSV

The file is in CSV format and should be FTP'd to your PC using the ASCII transfer type. If the CSV file is opened in Excel, the amounts must be formatted as numbers with 2 decimals and no separator. Also, if any Social Security Numbers begin with zeroes, you will need to re-format the column as 'text' and add the zeroes back in.

Balancing: Total the amount columns in Excel to balance the amounts being reported to CPI. The gross pay amount should balance to the totals on a ERNREG report run for the pay date range selected.

CAUTION: The contribution amounts will NOT be correct if the employee has been paid on more than one job. The amount reported will be doubled in this situation and you will need to adjust the amounts on the CSV file as appropriate.

YTD Reporting – Job 01 Only

The following new program was added on 12/16/2009 to report YTD amounts based on the pay date range selected for employee paid on job 01 only. This addresses the problem in the CPI_YTD program where the contribution amounts were not correct if the employee was paid on more than one job. This file contains the vendor ID (Deduction code) and can be used whether or not you have a compliance-only service level agreement with CPI.

CPI_YTDJOB CPI YTD Submission File for Job 01 Only

CPI_YTDJOB creates a YTD submission file for submission to CPI. The file contains all employees paid on job 01 in the pay date range specified if the check has not been voided. The file will list the employee more than once if they have a 403(b) or Roth IRA contribution. The gross amount and each contribution will be listed separately. The Vendor ID will be the Deduction code of the contribution. Default filename is CPI_YTD_JOB1.CSV

The file is in CSV format and should be FTP'd to your PC using the ASCII transfer type. If the CSV file is opened in Excel, the amounts must be formatted as numbers with 2 decimals and no separator. Also, if any Social Security Numbers begin with zeroes, you will need to re-format the column as 'text' and add the zeroes back in.