

CALSTRS

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM



Crediting of Contributions

Crediting of Contributions

- Contributions File
- Account Management Tab
- Monthly Statement
- Daily Notification (if applicable)
- Updated Cash Variance Report
- Additional Resources for Employers

Contributions File

- ❑ Employers will continue to log into SEW to upload contribution files.
 - DB & CB Programs
- ❑ Contribution Payments will continue to be remitted the same way.
- ❑ Utilize the new Account Management tab located within the Contribution Account Portal (CAP).
 - Review Open/Closed Items on Account
 - Associate/Disassociate payments (within same day)
 - Easily identify what is applied to receivables/payments
 - Review invoices for the open receivables
 - Countdown for each payment prior to being manually applied

Account Management Tab

Search by Program
Search by Media Id

Selection Criteria

Report Source:

Program: Defined Benefit Plan Transaction Type: All

Transaction Status: Open Transaction Begin/End Date: 09/01/2019 To: 10/31/2019 Search

Activity

View: [Standard View] | Print Version Export

Associate	Transaction Date	Transaction Type	Description	Balance Amount	Original Amount	Media Id / Invoice	PDF	Days Until Auto Clearing	Document Number
<input type="checkbox"/>	09/01/2019	PAYMENTS	Cash Received	10,000.00-	10,000.00-			1	248000307
<input type="checkbox"/>	09/09/2019	CONTRIBUTIONS	DB Contrib Rcvble	24,320.81	24,320.81	STM0000022640		9	10012402
<input type="checkbox"/>	09/15/2019	PAYMENTS	Cash Received	26,320.81-	26,320.81-			15	200000941
<input type="checkbox"/>	10/01/2019	PAYMENTS	Cash Received	23,000.00-	23,000.00-			31	264000839
<input type="checkbox"/>	10/08/2019	CONTRIBUTIONS	DB Contrib Rcvble	22,741.08	22,741.08	STM0000022782		38	10012403
<input type="checkbox"/>	10/15/2019	PAYMENTS	Cash Received	23,000.00-	23,000.00-			45	216000321

Associate
Disassociate
Associated Total

(List of Open Items on Account)

Account Management Tab

The screenshot displays the 'Account Management' tab in the CALSTRS portal. On the left, there are navigation panels for 'Selection Criteria' and 'Activity'. The main content area shows an 'INVOICE' for 'AR 1744 (Rev. 05/11)' dated 08/01/2019, issued to the 'County Office of Education'. The invoice details include the CALSTRS logo, contact information for the California State Teachers' Retirement System, and a table titled 'Net Return of Excess Contributions Due' showing a total amount due of \$1,206.86. Below the table, there is a note about running a report via the Contribution Account Portal.

On the right side of the screenshot, a table lists invoice details. The first row is highlighted in yellow and contains the following information:

Media Id / Invoice	PDF	Days Until Auto Clearing	Document Number
0000008000001371		0	100028202

A red arrow points to the PDF icon in the table, and a red-bordered box contains the text: 'Select PDF icon to view invoice'.

(Ability to view invoices directly in the portal)

Account Management Tab

Search by Program | Search by Media Id

Selection Criteria

Report Source:

Program: Transaction Type:

Transaction Status: Transaction Begin/End Date: To:

Activity

View: * [Standard View] | Print Version | Export

Associate	Transaction Date	Transaction Type	Description	Balance Amount	Original Amount	Media Id / Invoice	PDF	Days Until Auto Clearing	Document Number
<input checked="" type="checkbox"/>	09/01/2019	PAYMENTS	Cash Received	10,000.00-	10,000.00-			1	248000307
<input checked="" type="checkbox"/>	09/09/2019	CONTRIBUTIONS	DB Contrib Rcvble	24,320.81	24,320.81	STM0000022640		9	10012402
<input checked="" type="checkbox"/>	09/15/2019	PAYMENTS	Cash Received	26,320.81-	26,320.81-			15	200000941
<input type="checkbox"/>	10/01/2019	PAYMENTS	Cash Received	23,000.00-	23,000.00-			31	264000839
<input type="checkbox"/>	10/08/2019	CONTRIBUTIONS	DB Contrib Rcvble	22,741.08	22,741.08	STM0000022782		38	10012403
<input type="checkbox"/>	10/15/2019	PAYMENTS	Cash Received	23,000.00-	23,000.00-			45	216000321

(Association of payments to receivable in the portal)

Account Management Tab

Search by Program | Search by Media Id

Selection Criteria

Report Source:

Program: Transaction Type:

Transaction Status: Transaction Begin/End Date: To:

Activity

View: * [Standard View] | Print Version | Export

Associate	Transaction Date	Transaction Type	Description	Invoice	PDF	Days Until Auto Clearing	Document Number
<input checked="" type="checkbox"/>	09/01/2019	PAYMENTS	Cash Received			1	248000307
<input checked="" type="checkbox"/>	09/09/2019	CONTRIBUTIONS	DB Contrib Rcvble	2640		9	10012402
<input checked="" type="checkbox"/>	09/15/2019	PAYMENTS	Cash Received			15	200000941
<input type="checkbox"/>	10/01/2019	PAYMENTS	Cash Received			31	264000839
<input type="checkbox"/>	10/08/2019	CONTRIBUTIONS	DB Contrib Rcvble	2782		38	10012403
<input type="checkbox"/>	10/15/2019	PAYMENTS	Cash Received			45	216000321

Confirm

Do you want to Associate?

(Confirmation of Association of payments)

Account Management Tab

Search by Program
Search by Media Id

Selection Criteria

Report Source:

Program: Defined Benefit Plan ▼ Transaction Type: All ▼

Transaction Status: Open ▼ Transaction Begin/End Date: 09/01/2019 📅 To: 10/31/2019 📅 Search ▶

Activity

View: * [Standard View] ▼ | Print Version Export ⌵ Σ | 🔍 ⚙️

Associate	Transaction Date	Transaction Type	Description	Balance Amount	Original Amount	Media Id / Invoice	PDF	Days Until Auto Clearing	Document Number
<input checked="" type="checkbox"/>	09/01/2019	PAYMENTS	Cash Received	10,000.00-	10,000.00-			1	248000307
	▲ 09/01/2019			▪ 10,000.00-					
<input checked="" type="checkbox"/>	09/09/2019	CONTRIBUTIONS	DB Contrib Rcvble	24,320.81	24,320.81	STM0000022640		9	10012402
	▲ 09/09/2019			▪ 24,320.81					
<input checked="" type="checkbox"/>	09/15/2019	PAYMENTS	Cash Received	26,320.81-	26,320.81-			15	200000941
	▲ 09/15/2019			▪ 26,320.81-					
	▲			▪ ▪ 12,000.00-					

Associate
Disassociate
Associated Total

(Example reflecting current day associated receivables/payments)

Account Management Tab

The screenshot displays the 'Account Management Tab' interface. At the top, there are search options: 'Search by Program' and 'Search by Media Id'. Below this is the 'Selection Criteria' section with fields for 'Report Source', 'Program' (set to 'Defined Benefit Plan'), and 'Transaction Status' (set to 'Open'). The 'Transaction Type' is set to 'All'.

The 'Activity' section shows a table with columns: Associate, Transaction Date, Transaction Type, and Description. The table contains several rows of activity, including payments and contributions.

The 'Account Management' window is open, showing a table with the following data:

Document Number	Applied Date	Media Id / Invoice	Amount
200000941		Original Balance	26,320.81-
200000941	10/30/2019	Applied to STM0000022640	14,320.81
200000941		Ending Balance	12,000.00-

The 'Applied to STM0000022640' entry is highlighted with a red box. The window also includes a 'View' dropdown set to 'Standard View', 'Print Version', and 'Export' options. An 'OK' button is visible at the bottom right of the window.

(Example of how to identify how a payment is applied)

Account Management Tab

The screenshot displays the 'Account Management' tab in a software application. At the top, there are search options: 'Search by Program' and 'Search by Media Id'. Below this, the 'Selection Criteria' section includes fields for 'Report Source', 'Program' (set to 'Defined Benefit Plan'), and 'Transaction Status' (set to 'Open'). The 'Transaction Type' is set to 'All'.

The 'Activity' section shows a list of transactions with columns for 'Associate', 'Transaction Date', and 'Transaction Type'. The transactions listed are:

Associate	Transaction Date	Transaction Type
<input type="checkbox"/>	09/15/2019	PAYMENTS
<input type="checkbox"/>	10/01/2019	PAYMENTS
<input type="checkbox"/>	10/08/2019	CONTRIBUTIONS
<input type="checkbox"/>	10/15/2019	PAYMENTS

An 'Account Management' window is open, showing a detailed view of the account. It includes a 'View' dropdown set to '[Standard View]', 'Print Version', and 'Export' options. The table below shows the account's transaction history:

Document Number	Applied Date	Media Id / Invoice	Amount
10012402		Beginning Balance of STM0000022640	24,320.81
10012402	10/30/2019	Paid from Payment 000200000941	14,320.81-
10012402	10/30/2019	Paid from Payment 000248000307	10,000.00-
10012402		Ending Balance of STM0000022640	0.00

At the bottom of the main interface, there are 'Associate' and 'Disassociate' buttons. The 'Account Management' window has a 'Close' button at the bottom right.

(Example of how to identify payments/credits that have been applied to a file)

Account Management Tab

Search by Program | Search by Media Id

Selection Criteria

Report Source:

Program: Transaction Type:

Transaction Status: Transaction Begin/End Date: To:

Activity

View: |

Associate	Transaction Date	Transaction Type	Description	Balance Amount	Original Amount	Media Id / Invoice	PDF	Days Until Auto Clearing	Document Number
<input checked="" type="checkbox"/>	09/15/2019	PAYMENTS	Cash Received	12,000.00-	26,320.81-			15	200000941
<input type="checkbox"/>	10/01/2019	PAYMENTS	Cash Received	23,000.00-	23,000.00-			31	264000839
<input checked="" type="checkbox"/>	10/08/2019	CONTRIBUTIONS	DB Contrib Rcvble	22,741.08	22,741.08			38	10012403
<input type="checkbox"/>	10/15/2019	PAYMENTS	Cash Received	23,000.00-	23,000.00-			45	216000321

Confirm

Do you want to Disassociate?

(Ability to Un-associate payments within the same day)

CAP Reports

- System upgrade to portal to increase performance as well as employer experience
- New Monthly Statement
- New Daily Notification (if applicable)
- Updated Cash Variance Report
- Updated Variance Detail Report

Daily Email Notification

Date: 10/28/2019

California State Teachers' Retirement System
P.O. Box 15275
Sacramento, CA 95851-0275
www.calstrs.com

Daily Account Activity:

Community College District Business Partner No.
Report Source

Daily Account Activity	Yes	No
Cash Received	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contributions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excess Contr. Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Settlement/Clearing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Invoices	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To see further details please access the CAP portal.

If you have any questions regarding your account, please contact Contributions Unit via email at Contributions@CalSTRS.com.

Sincerely,
Contributions Unit

Our Mission: Securing the Financial Future and Sustaining the Trust of California's Educators

(Example of the Daily Email Notification)

Additional Resources

- Employer Directive
- Employer Guides
- Frequently Asked Questions
- Employer Connect Article
- Training Webinars to come!

Implementation January 2020

Q&A

Contact Information
Contributions@CalSTRS.com

CALSTRS[®]
HOW WILL YOU SPEND YOUR FUTURE?

CalSTRS.com