https://www.32bjfundsemployer.org/

2025

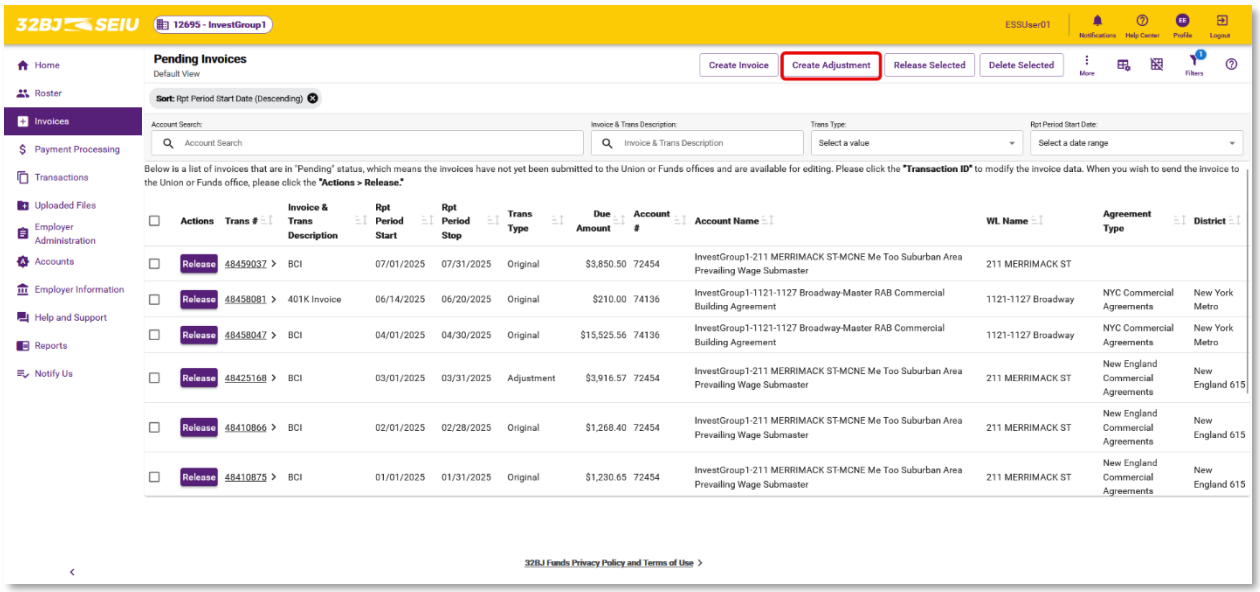
# How to Create a 401(k) Adjustment Invoice

V1 7.2025

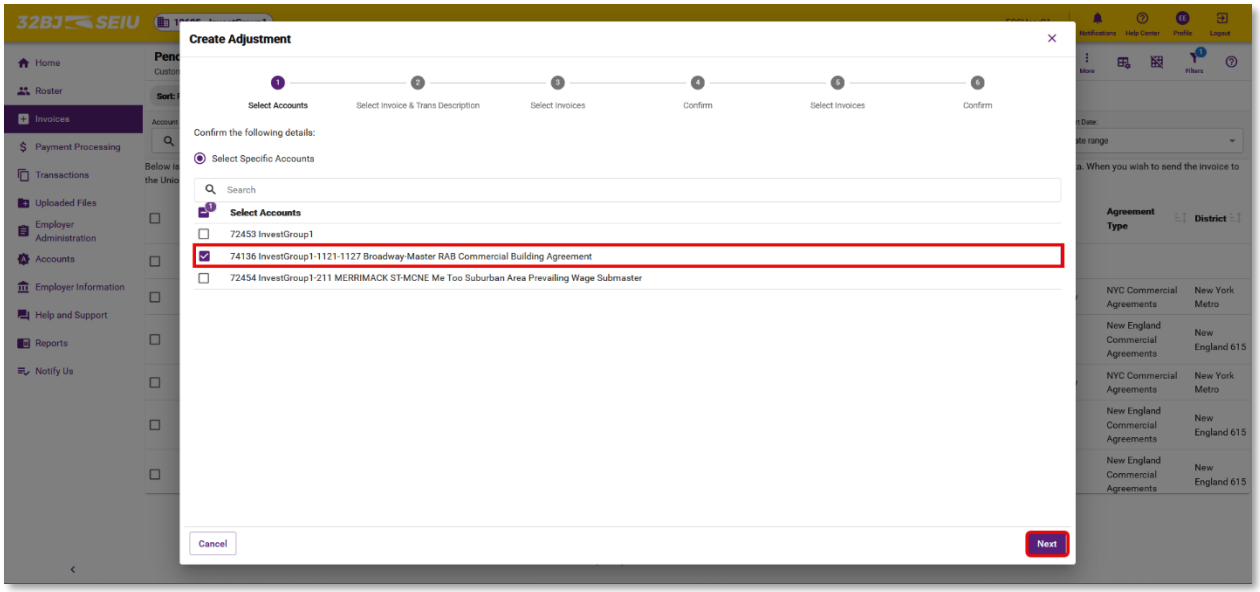
https://www.32bjfundsemployer.org/

## Creating an Adjustment Invoice:

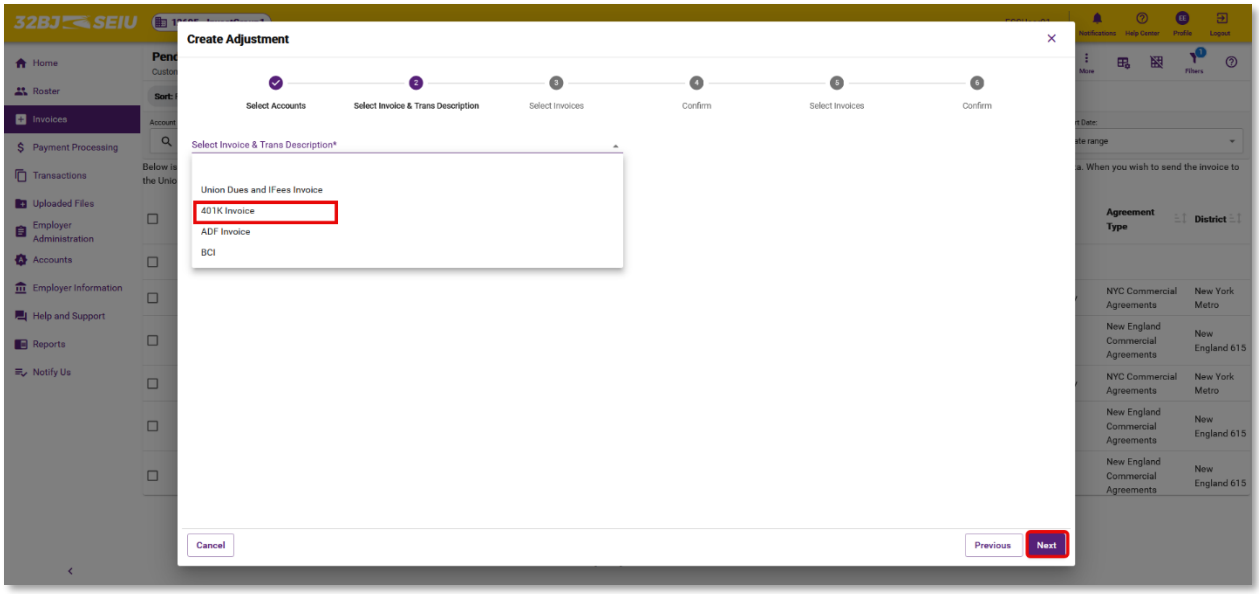
- From the Invoices Tab click on the Create Adjustment button, and the Create Adjustment wizard will appear.



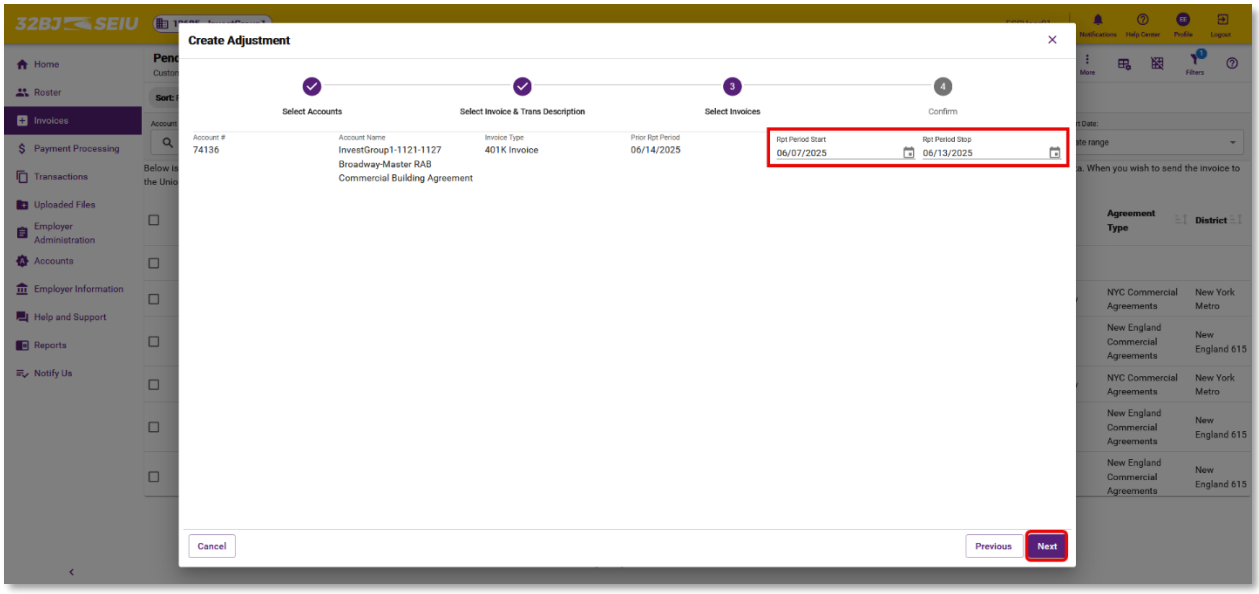

- For Employers with multiple accounts, step 1 "**Select Account**" displays. For employers with a single account, you will be directed to the "**Select Invoices & Trans Description**" since your only account is preselected. Select the account(s) you wish to generate invoices for then click **Next**.



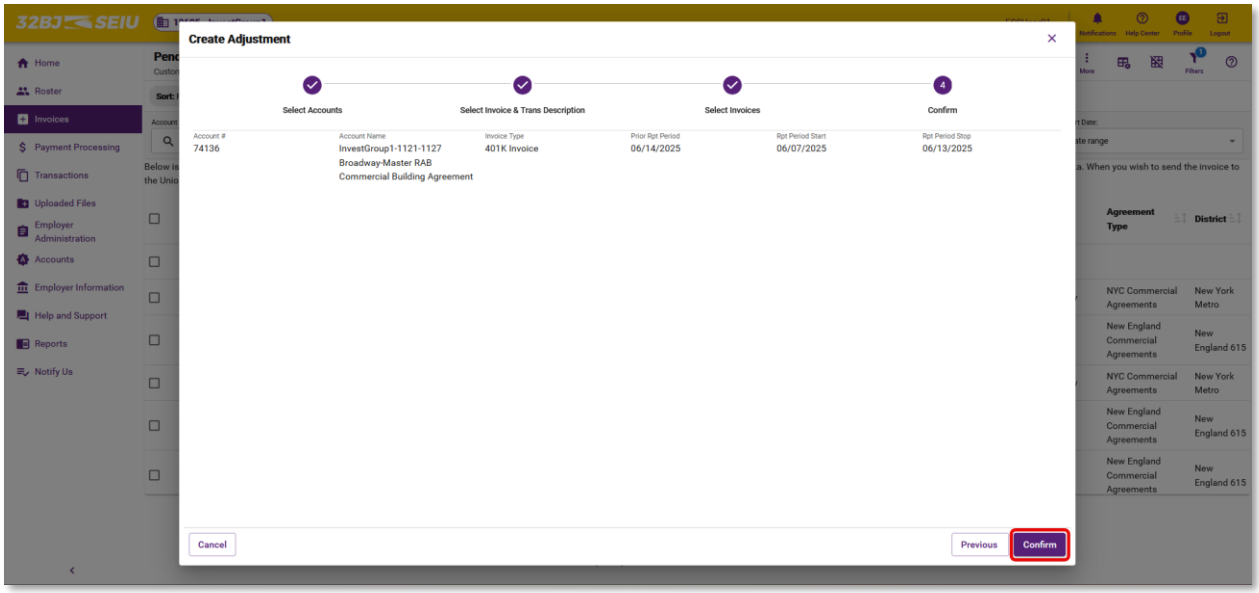
- The wizard will now take you to the "**Select Invoice & Trans Description**" step. Click the drop-down menu and select **401k Invoice** then click **Next**.




- Enter the **Report Period Start** and **Stop Date**. Then select **Next**. Please note that the Report Period Start and Stop Date must match the Original 401k invoice Report Period Start and Stop Date that was previously released.



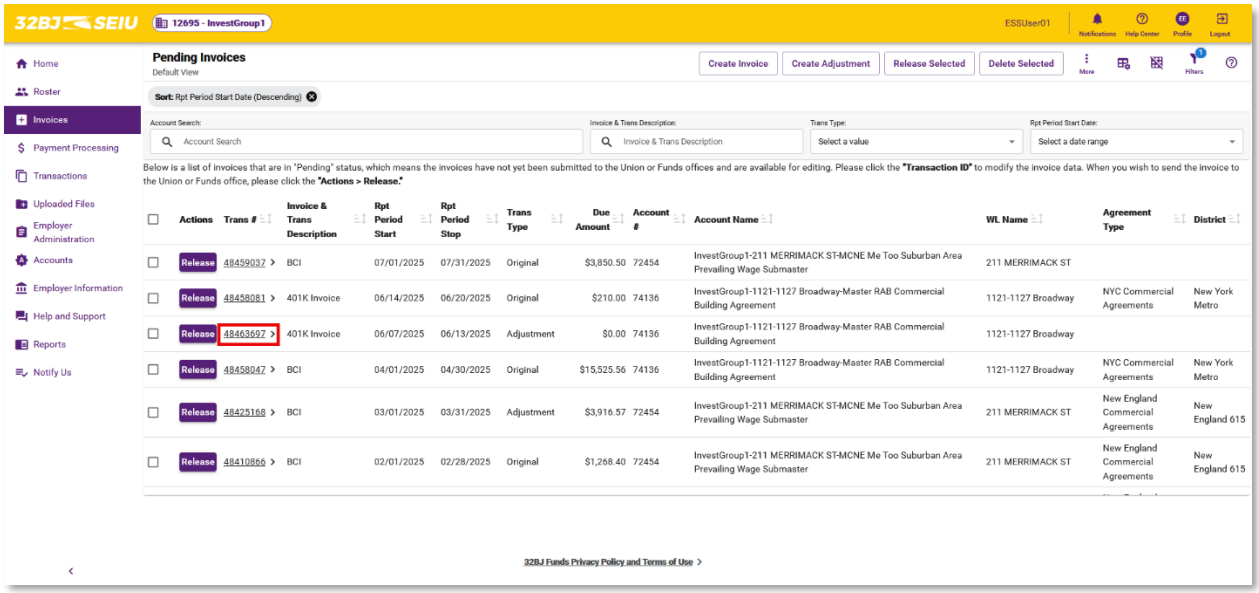
- Review and select **Confirm**. If you need to make an adjustment to the Report Period Start or Stop Date, select **Previous**.



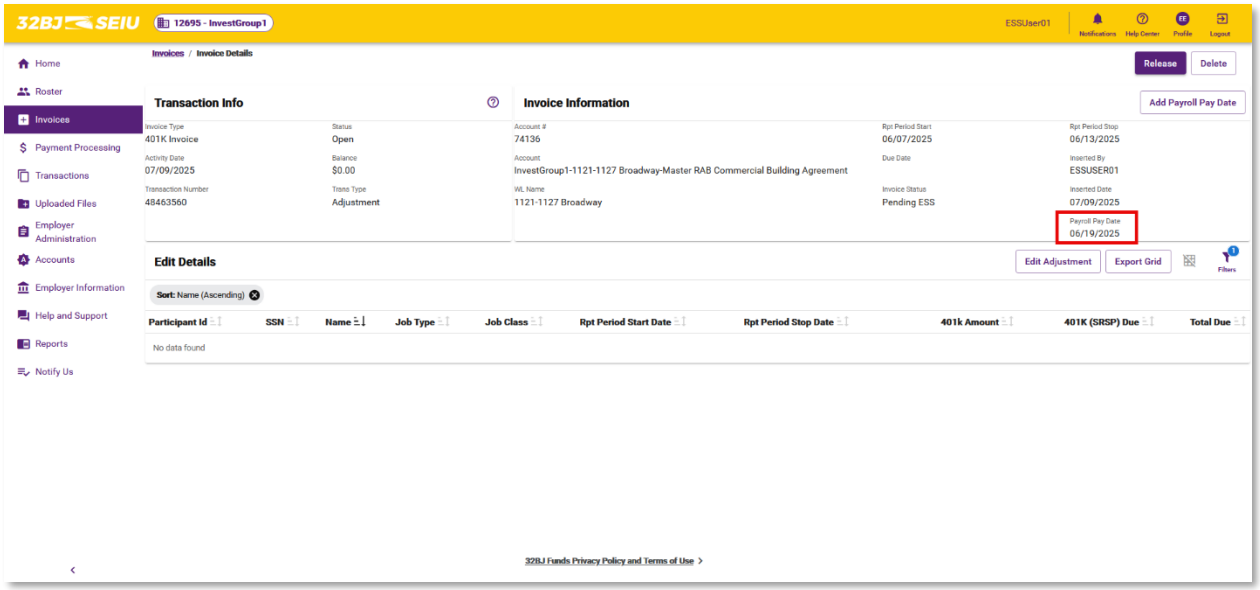

- You will be taken back to the Invoices page where you can now edit your adjustment invoice.

## Editing a 401k Adjustment:

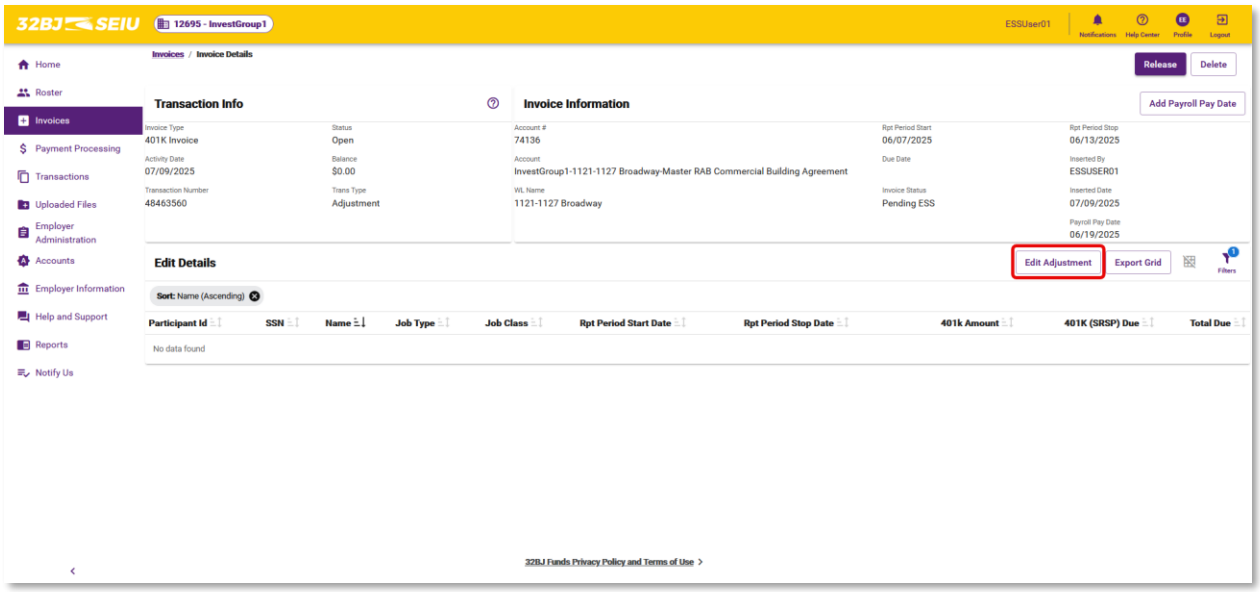
- From the Invoices Tab click on the Transaction number of the pending transaction. This will take you to the Invoice Details page.



- Under the **Invoice Information** section, you will find the **Payroll Pay Date** is prepopulated based on the Pay date from the original invoice for the same reporting period.




- Now click **Edit Adjustment**. This will take you to the Edit Adjustment wizard.



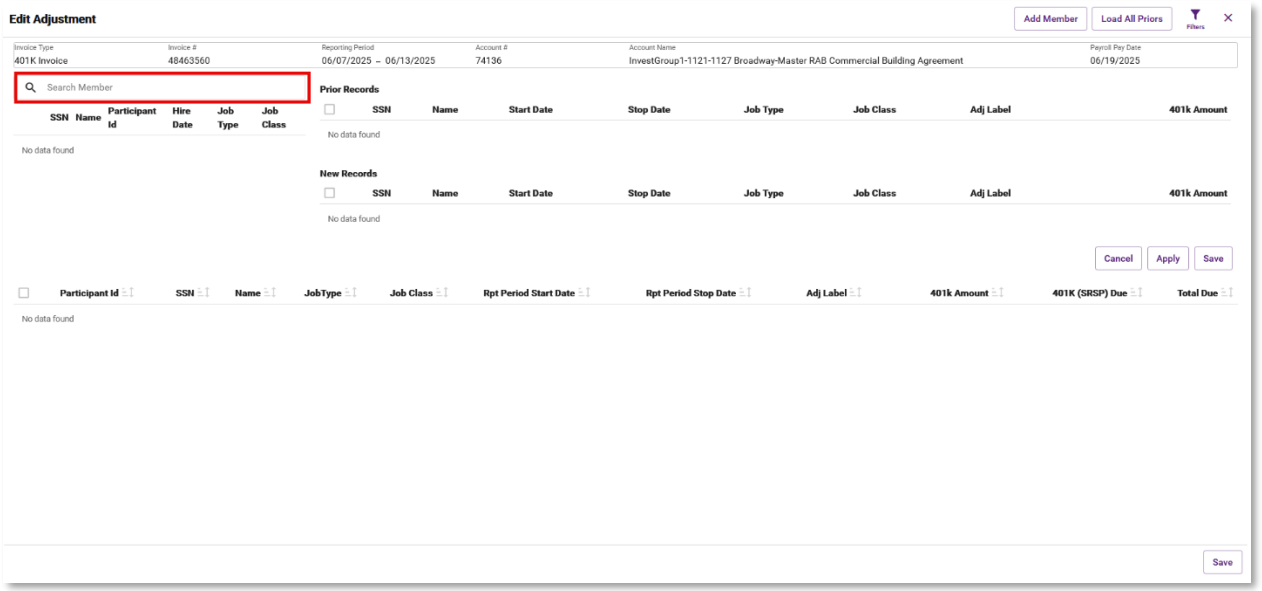
- When the Edit Adjustment wizard loads, in the top right corner you will find two options to add members to the adjustment invoice. **Add Members** and **Load All Priors**.


**Add Members** will allow you to search for the member(s) you would like to add to the invoice.

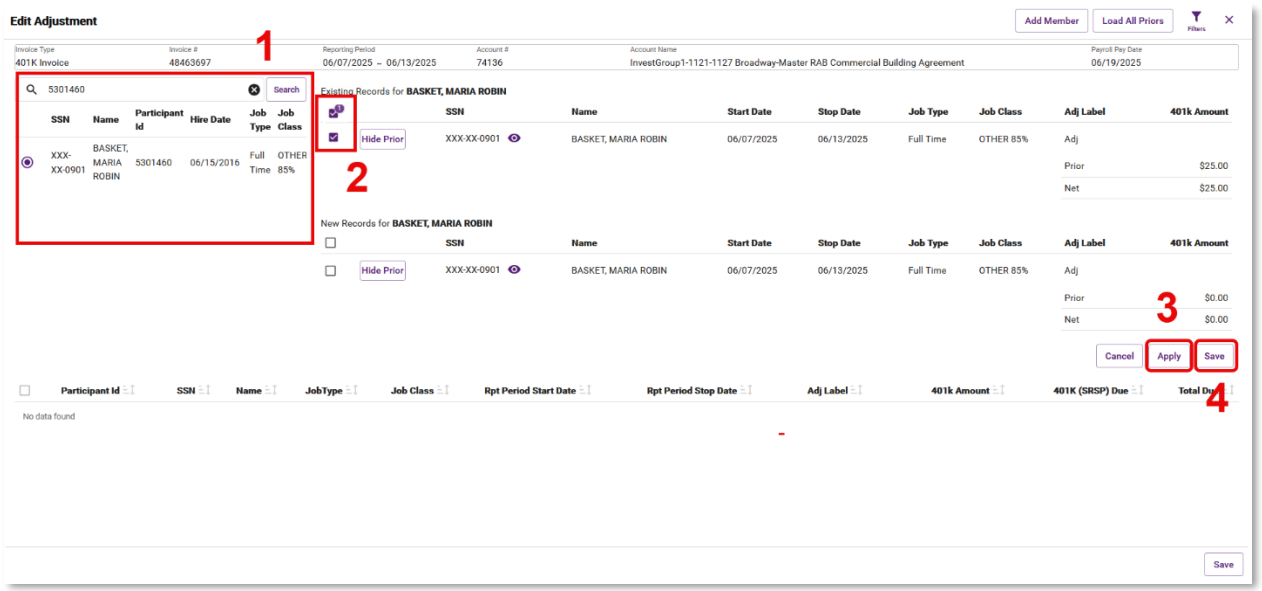
**Load All Priors** will allow you to add all members found on the original 401k invoice that was previously released for that reporting period.

## Add Members

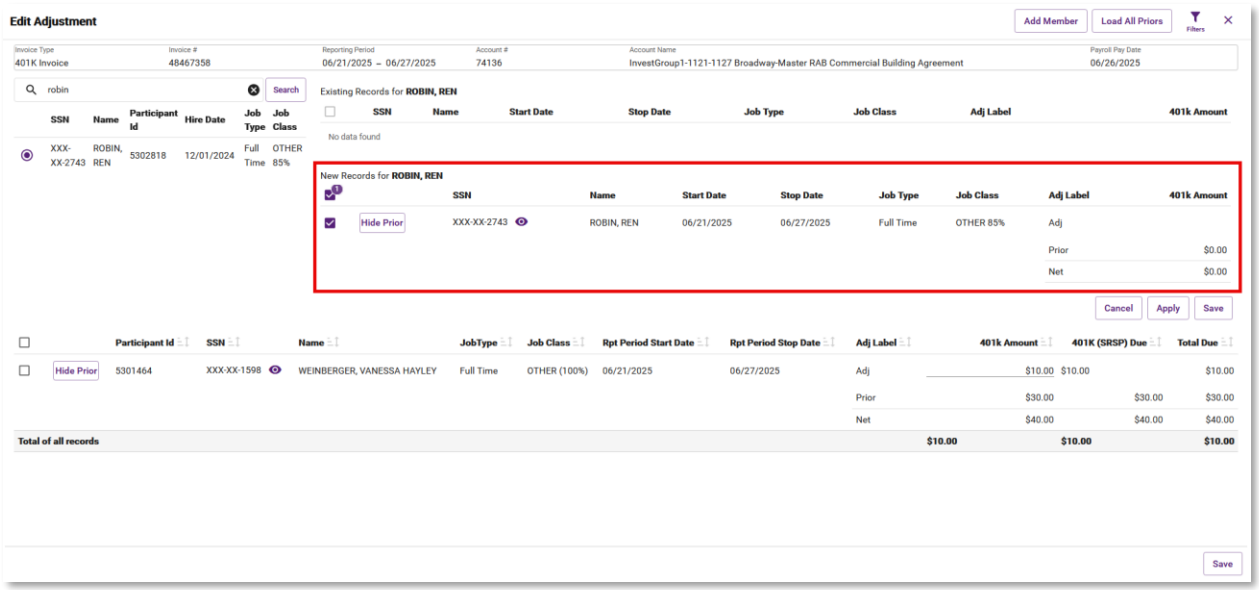
- After selecting **Add Member**, the page will refresh providing you with the ability to search. You can search for members by their Participant ID, Last Name or Full SSN.



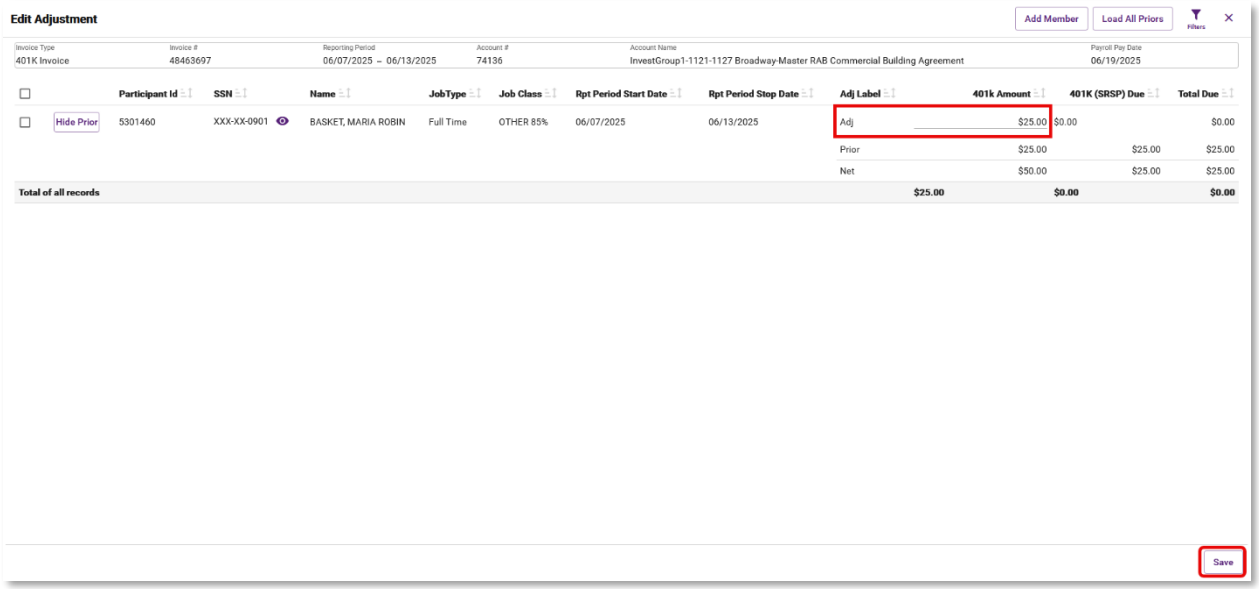
- Once the member is located, (Step **1**) the system will display all roster records, select the roster record that corresponds with the reporting cycle. Please note that if the member being added was previously listed on the 401k original invoice, the system will automatically display the roster record under **Existing Records** and **New Records**. (Step **2**) Select the record under the **Existing Records** for the member, (Step **3**) then click the **Apply** button. If you need to include additional members in this reporting cycle, repeat this step until you are done. (Step **4**) Once complete select **Save**.



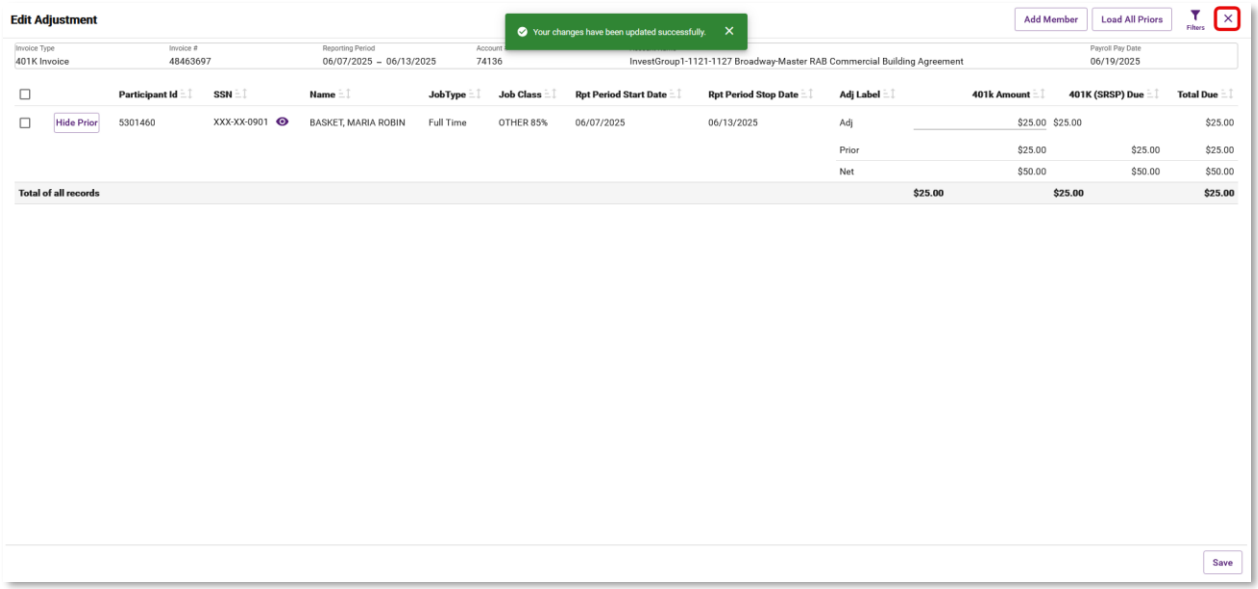
- If this is a brand-new member who was not part of the 401k original invoice that was previously released, then you will need to select the record under **New Records.**




- On the **Adj** row, enter the adjusted amount for the member. Click **Save** once all changes have been completed.

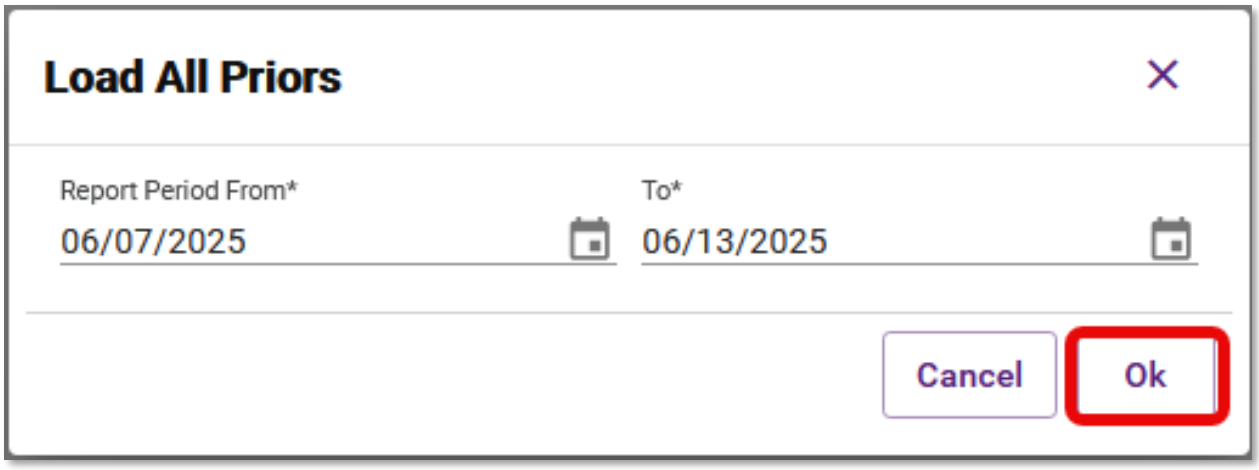


- You can close the invoice by clicking the "X" button in the top right corner.

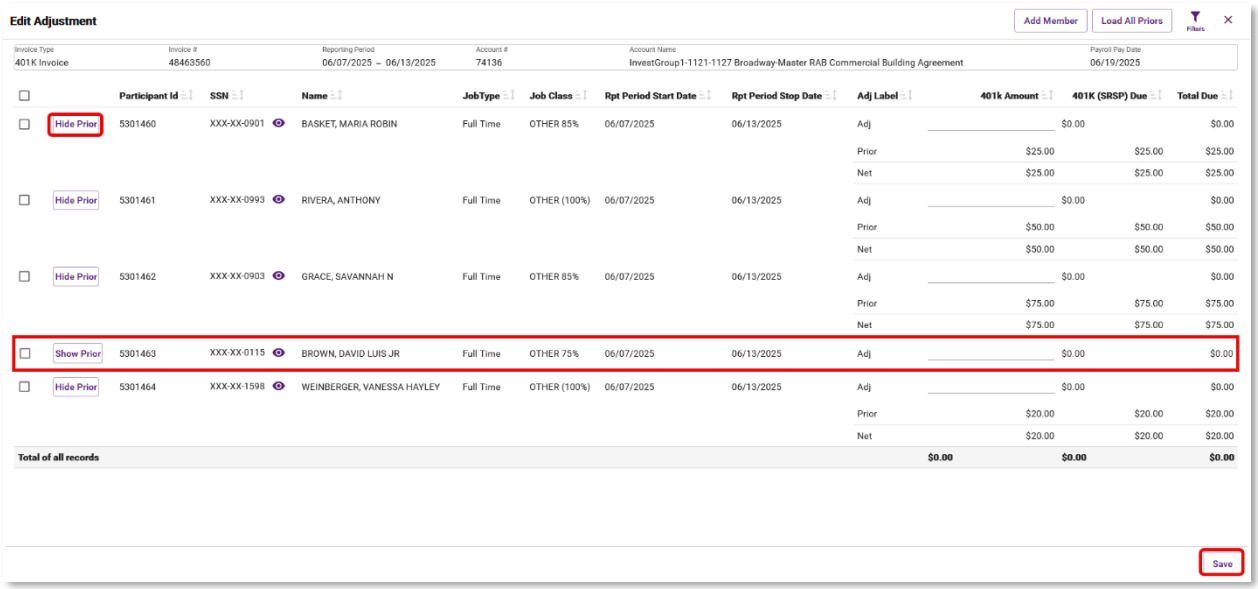



## Load All Priors

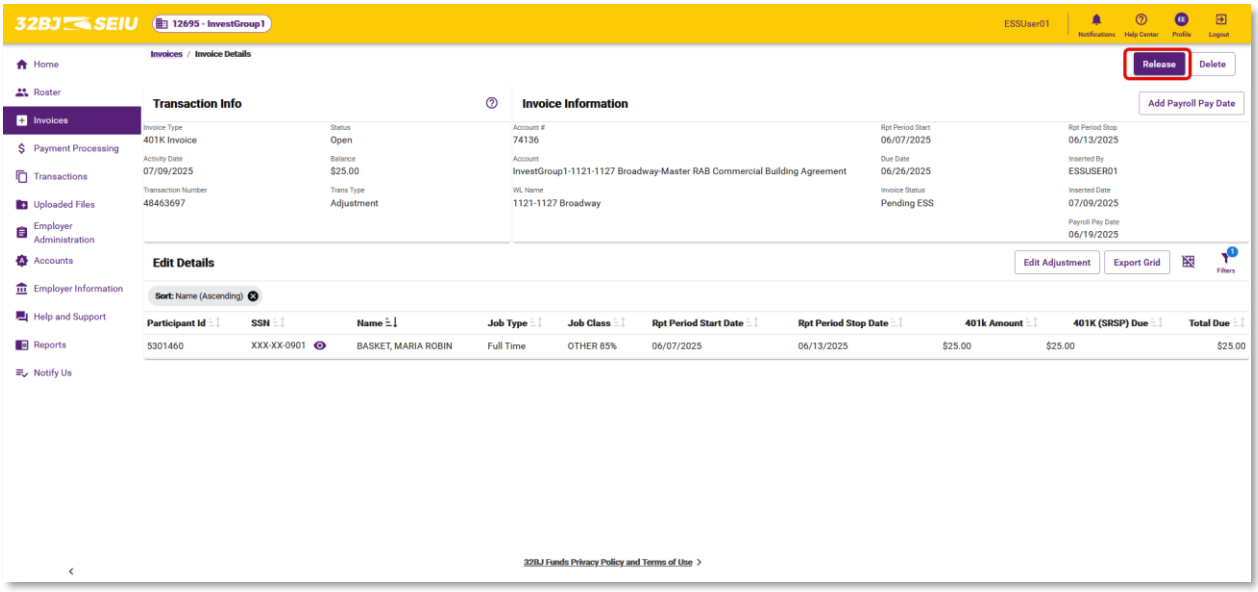
- After selecting Load All Priors, the load all priors wizard will appear. Confirm the **Report Period To** and **From** dates, then click **Ok**.



- The Edit Adjustment wizard will load all members found on the original 401k invoice. Here you can view the Prior 401k Amounts reported. Clicking on **Show Prior** will expand the information in that row. Clicking on **Hide Prior** will collapse the information in that row. On the **Adj** row you can enter the adjusted amount for each member. Click **Save** when completed.




- After you have reviewed and confirmed that all wages were captured, click **Release*** on the top right corner, then select **Confirm.**




***Please note that once an invoice is released you are agreeing to the charges for that Specific transactions and changes to the invoice can no longer be made. You will now find your released invoices in the Payment Processing tab.**