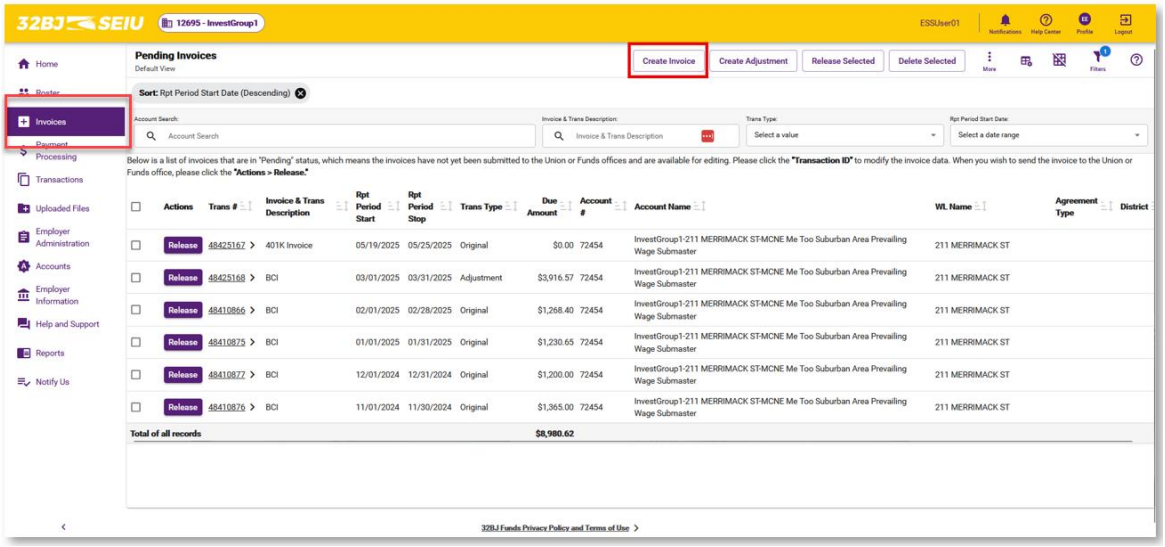
2025

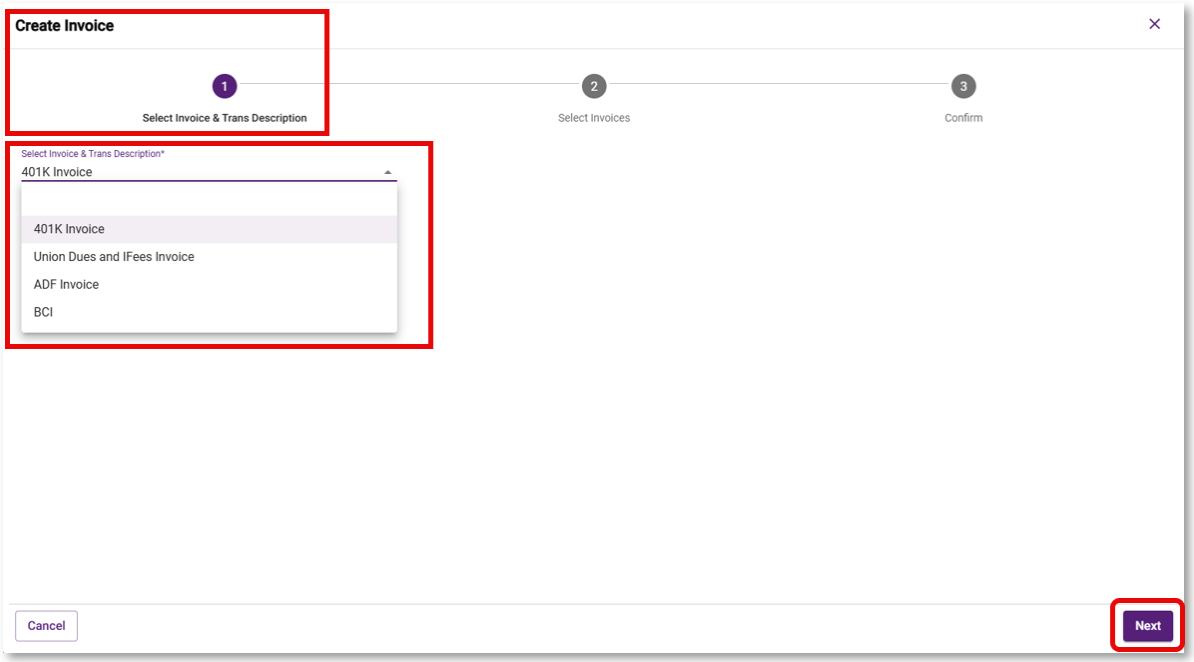
How to Create a 401(k) Invoice Manually

Creating 401(k) Invoices Manually:

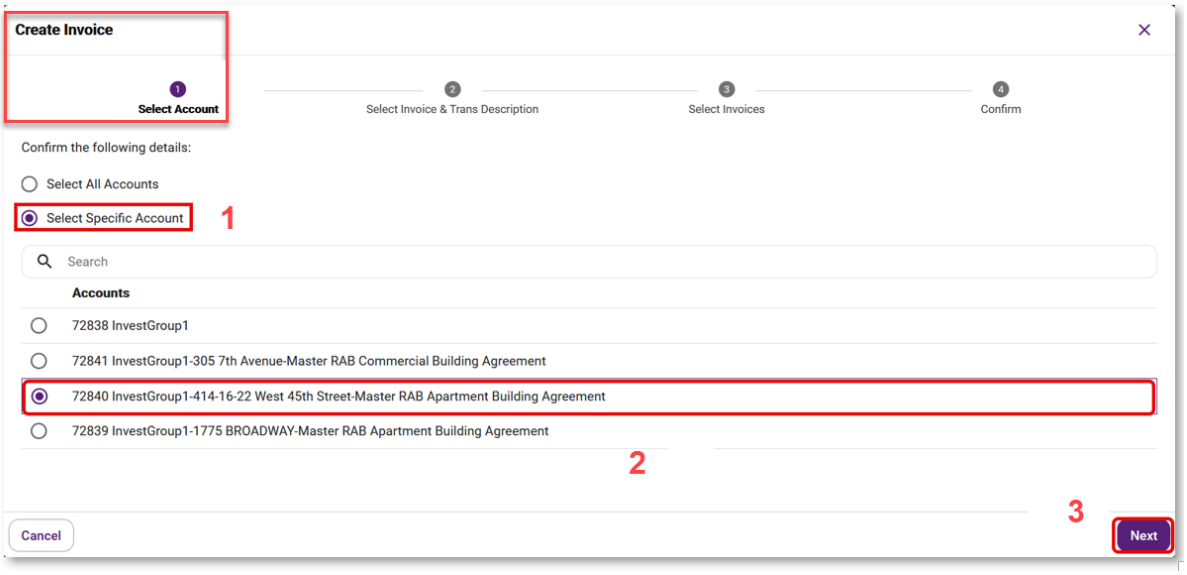
- From the Invoices tab select “Create Invoice”.



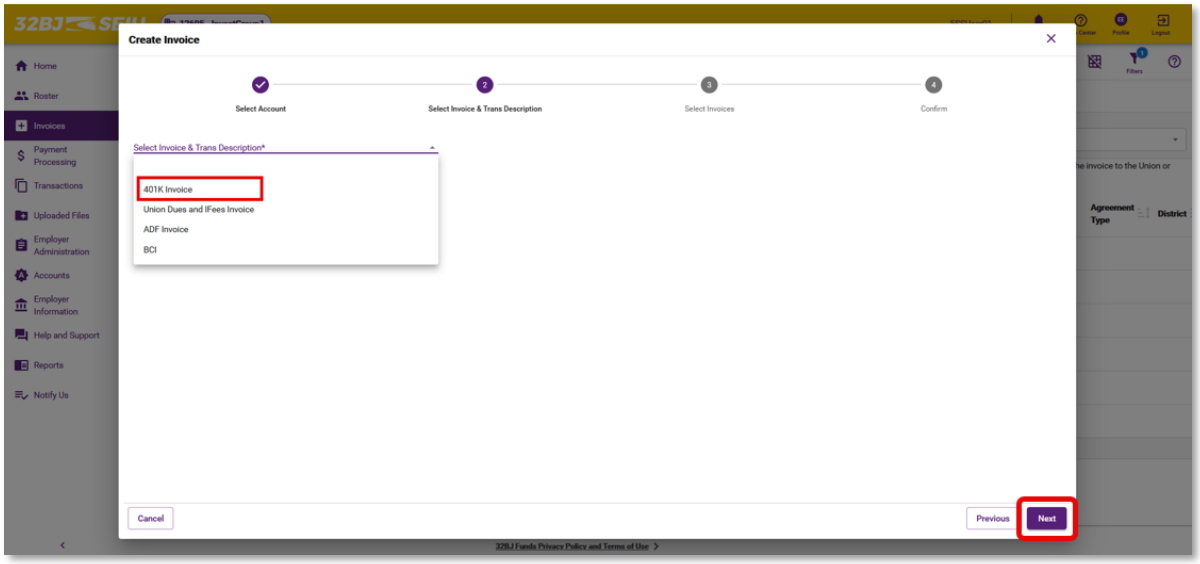
- The Create Invoice wizard will be displayed.
  - **<u>For employers with a single account</u>**: you will be directed to “Select Invoices & Trans Description”, where your sole account is already chosen. From the “Select Invoice & Trans Description” drop-down menu, choose 401k Invoice, and then click “Next”.



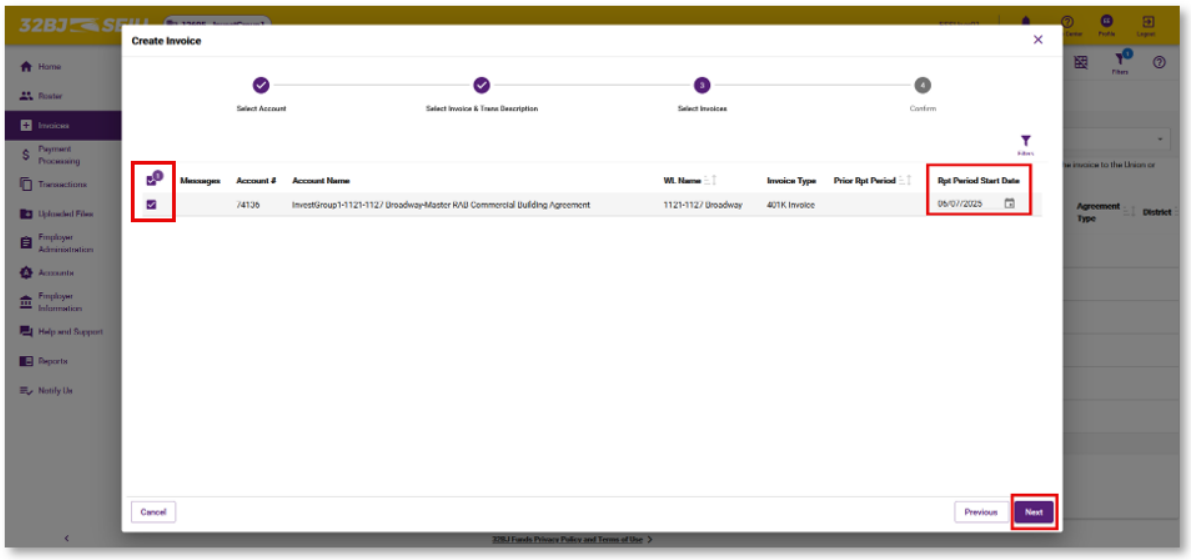
- **<u>For Employers with multiple accounts</u>**: you will be directed to "Select Account". **Step 1** allows you to generate invoices for all accounts, by selecting "Select All Account". If you prefer to generate an invoice for a single account, choose "Select Specific Account." If you choose Select Specific Account, **step 2**, select the account in which you want to create the 401(k) invoice. Finally proceed to **step 3** and click "Next".



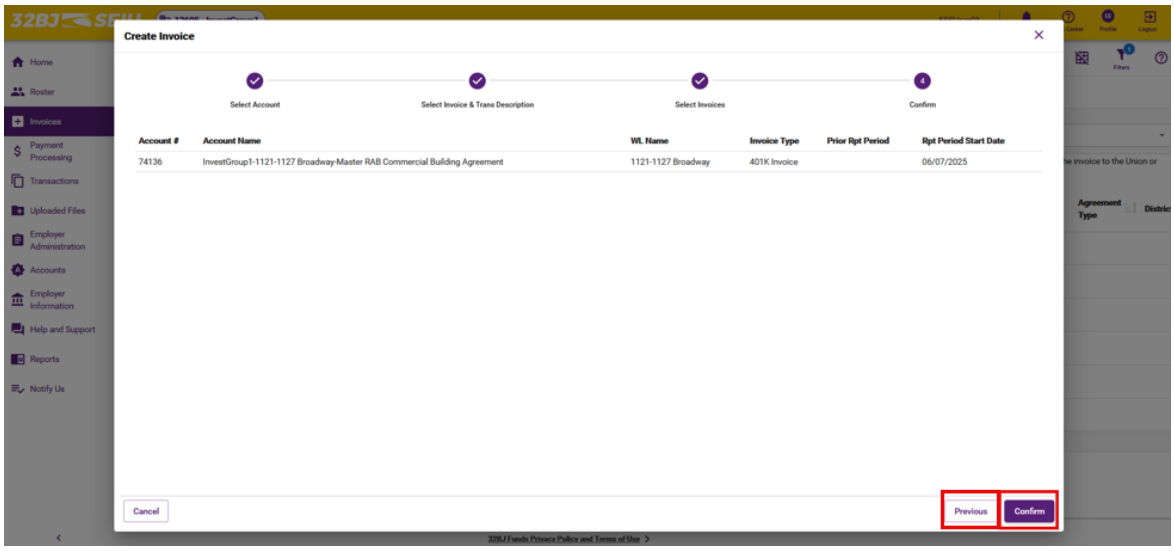
- Next, you will proceed to step 2 on the Create Invoice wizard. From the "Select Invoice & Trans Description" drop-down menu, choose "401k Invoice", and then click "Next".



- Next, you will proceed to step 3 on the Create Invoice wizard. Check the box for the account for which you wish to create the 401(k) invoice, then input the "Report Period Start Date" and click "Next".

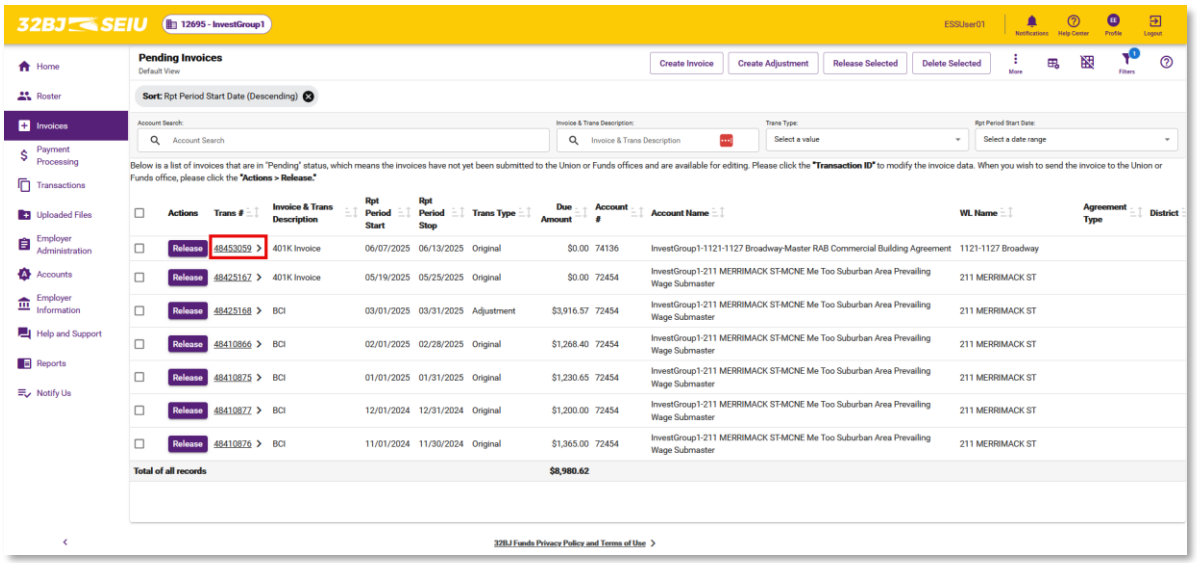


- Next, you will proceed to step 4 on the Create Invoice wizard. Review the 401(k) invoice details. If you need to adjust the Report Period Start Date, select "Previous." If no adjustment is needed, select "Confirm".

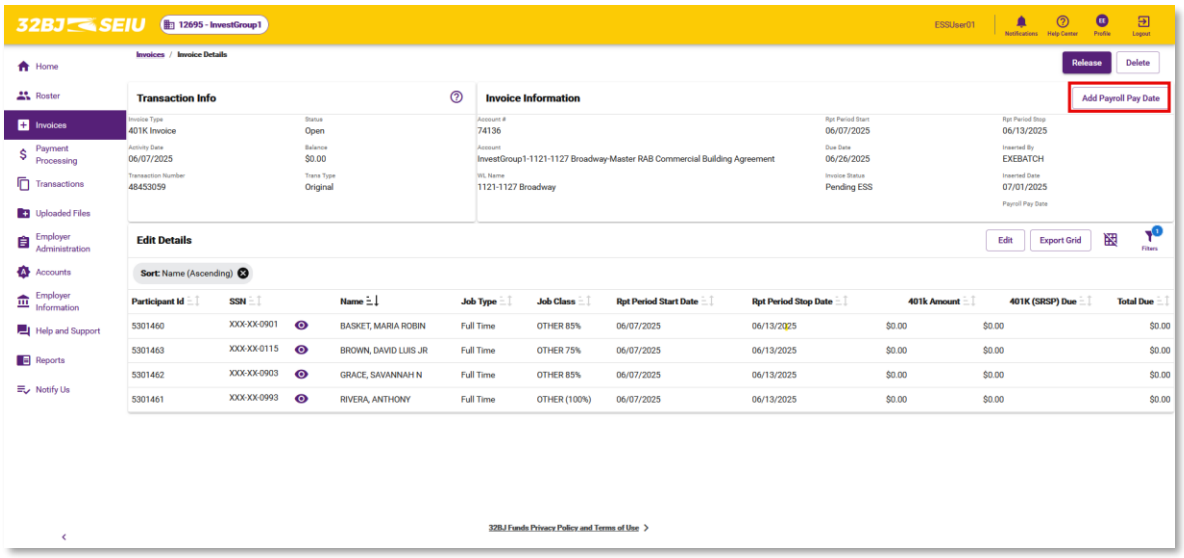


Editing 401k

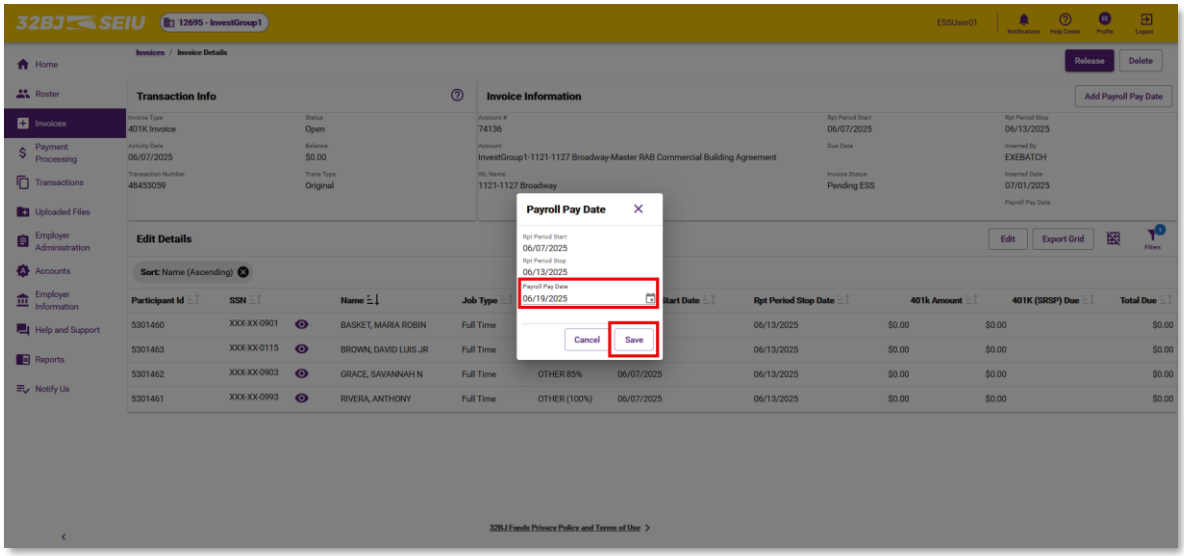
- On the Invoices Tab, select the transaction number associated with the pending transaction. This action will direct you to the Invoice Details page.



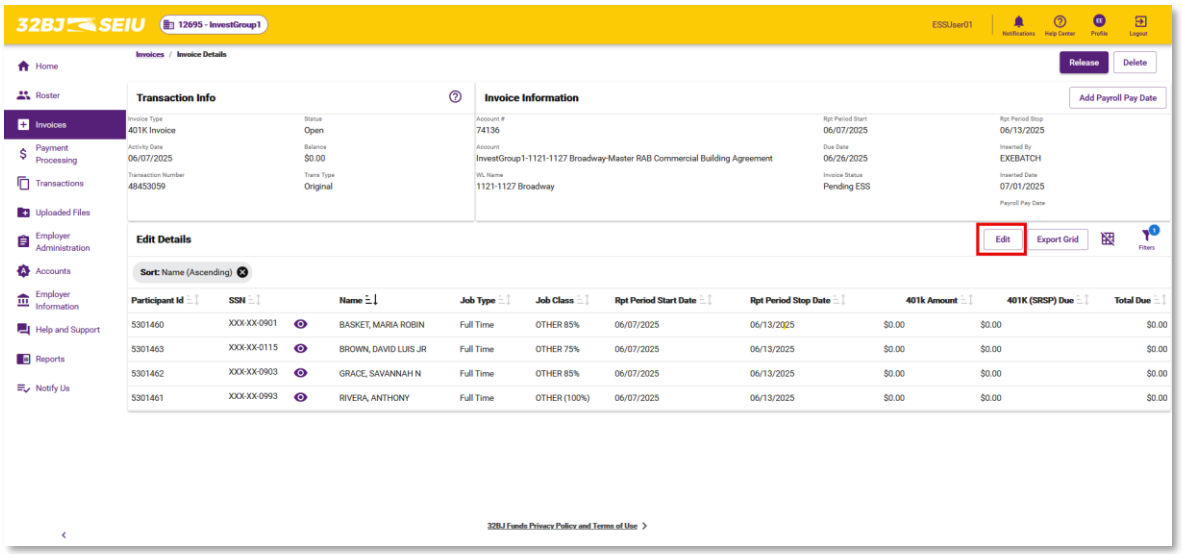
- In the top right corner, beneath the Release and Delete buttons, **you need to first add the payroll pay date by clicking on "Add Payroll Pay Date"**.



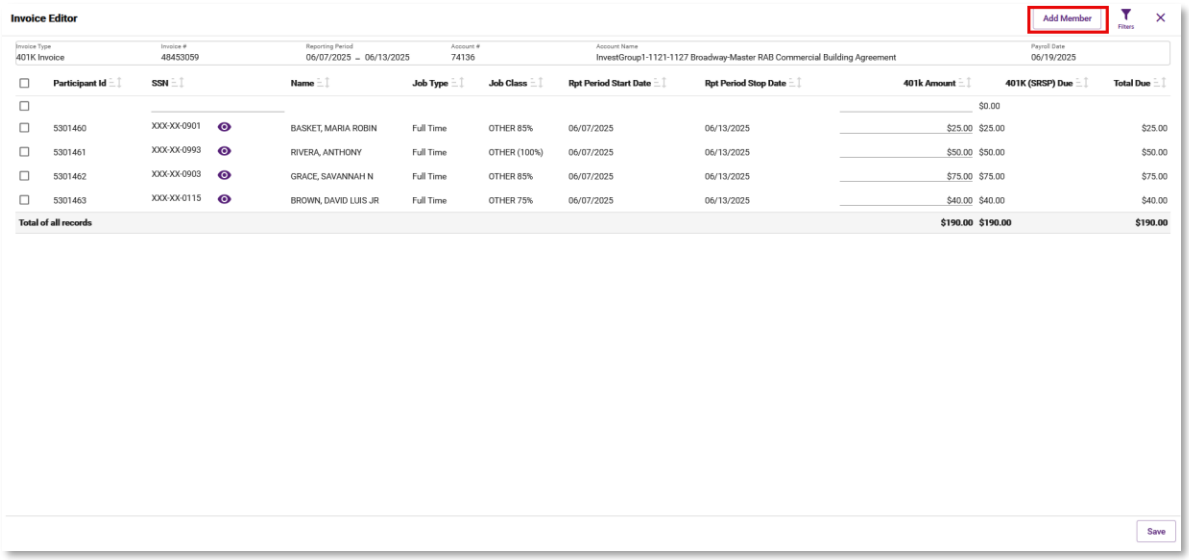
- In the Payroll Pay Date wizard, enter the “Payroll Pay Date” and then click “Save”.



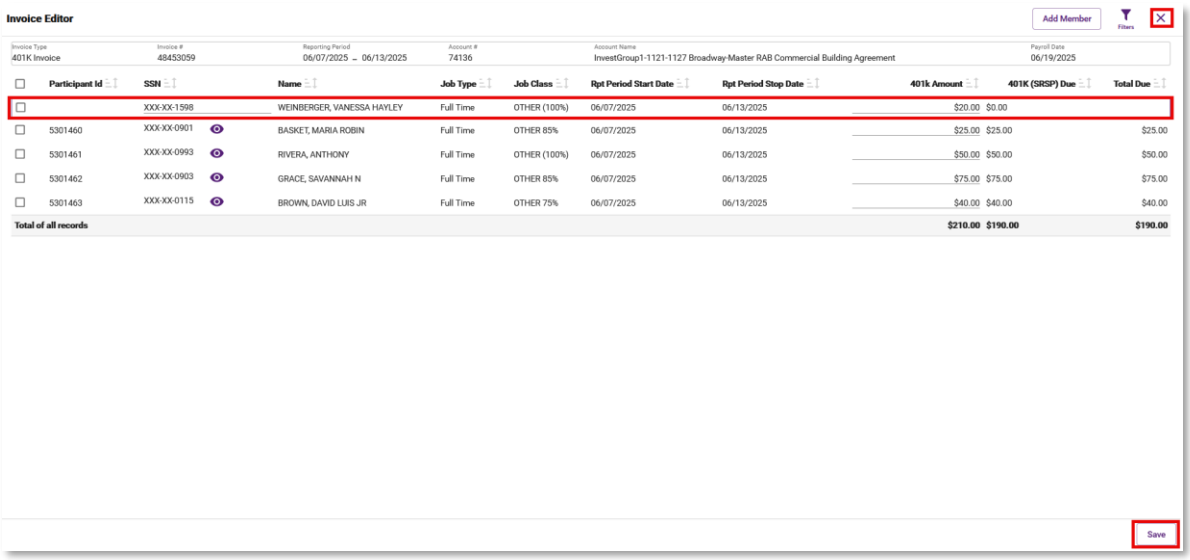
- When you return to the Invoice Details page, click on “Edit”. This will direct you to the Invoice Editor.



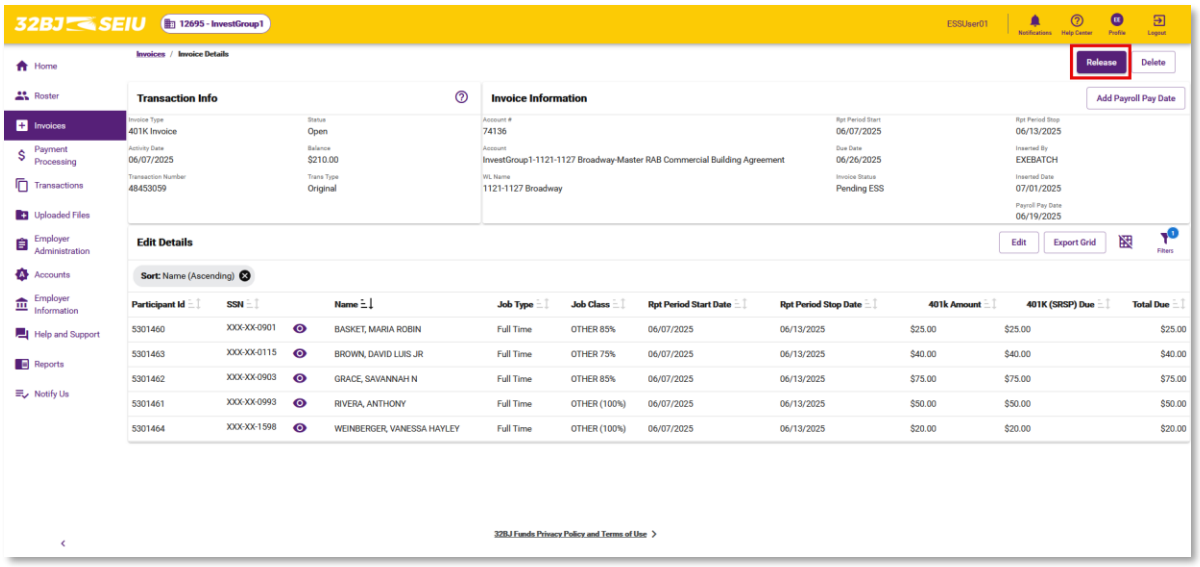
- In the top right corner, you can select "Add Member," which will create a blank line for you to add a member. You can search for a member using their Participant ID, SSN, first name, or last name. (Repeat this step to add more members to the invoice.)



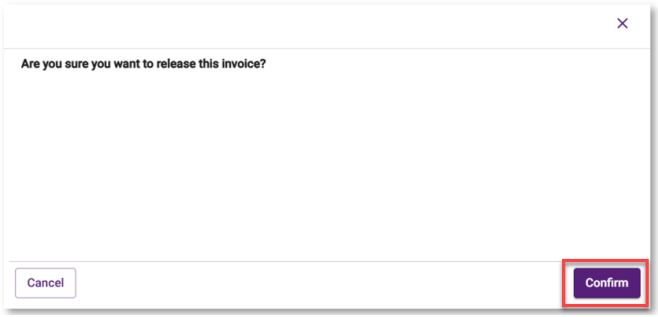
- Once you have located the member, fill in the wage deferrals in the 401k Amount column. Click “Save” once all changes are complete. You can close the invoice by clicking the "x" in the top right corner.



- Once you have reviewed and confirmed that all wages have been captured, click on “Release” in the top right corner.



- If you are sure you want to release this invoice, click “Confirm”. **Please note that once an invoice is released you are agreeing with the charges on that Specific transactions and changes to the invoice can no longer be made. You will now see your released invoices in the Payment Processing tab.**



- To complete the process, click “Close”.