

# **STARS Employer Training**

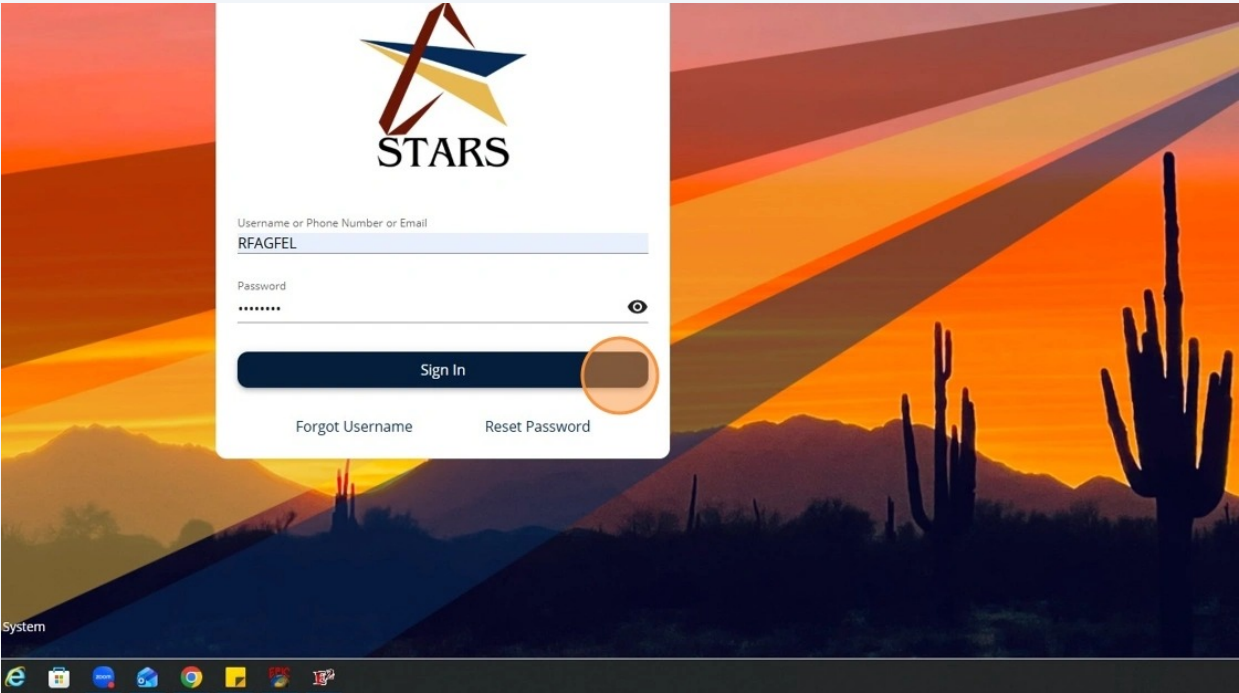
## Applying Credits to Open Invoices



# Applying Credits to Open Invoices

This guide provides essential steps for applying credits to invoices and confirming transaction details, ensuring users can efficiently manage their payments. It clarifies the types of credits applicable to specific invoices, preventing errors in payment processing. By following this guide, users can navigate the payment system confidently, track transaction statuses and ensure their accounts are accurately maintained.

## 1 Enter **Username** and **Password**.



2 Click on the **Payments** tab in the left navigation pane.

The screenshot shows the 'Payments' page. The left navigation pane includes: Home, Roster, Policies, Work Reports, **Payments**, Transactions, Administration, Employer Info, Imports, Reports, Documents, Sessions, and Secure Message.

The 'Payments' section contains a table with the following data:

Actions	Trans #	Trans Type	Trans Status	Identifier	Activity Date	GL Plan ID	Total Amount	Total Balance	Deposit Date	DBCT - EE Original Amt	DBCT - EE Balance
<input type="checkbox"/> Apply Credit	<a href="#">861143</a>	Payment	Open	DB CK #DB PP	02/25/2026	10	(\$1,000.00)	(\$1,000.00)	02/25/2026	\$0.00	\$0.00
<input type="checkbox"/> Apply Credit	<a href="#">861142</a>	Payment	Open	DC CK #DC PP	02/25/2026	12	(\$70.00)	(\$70.00)	02/25/2026	\$0.00	\$0.00
<input type="checkbox"/> Apply Credit	<a href="#">861141</a>	Credit Rate Change	Open	Credit Rate Change	02/25/2026	10	(\$500.00)	(\$500.00)		\$0.00	\$0.00

The 'Bank Account' section shows:

Actions	Description	Payment Type	EFT Status	Account Number	Routing Number	Default Eft	EFT Account Ty
<input type="checkbox"/>	<a href="#">BANK OF AMERICA, N.A. (Checking) XXXX5965</a>	BANK	Approved	***5965	122101706	<span>Default Eft</span>	Reg Employer

The 'Payment Schedules' section is currently empty.

3 From the **Payments** page, users will see available credits that can be applied to open invoices. The identifier indicates the type of credit that can be applied to an invoice. A **DC credit** (related to Tier 3 member disability and health insurance subsidy contributions) can only be applied to **DC invoices** while DB credits are limited to paying pension benefit contributions. Click on **Apply Credit** to the specific account to open the **Apply Credit** "wizard."

This screenshot is identical to the previous one, but with an orange circle highlighting the 'Apply Credit' button for the entry with identifier 'DC CK #DC PP'.

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At the top, users will see the Remaining Balance amount and the applied amount. Click the box to the left on the **Trans#** to select the intended invoice. Users will click **next** to move to the **Confirm** step in the “wizard” and confirm, which completes the process of paying the invoice (or portion of the invoice) with an available credit.

The screenshot displays a payment application wizard with two steps: 1. Transactions and 2. Confirm. At the top, it shows a Remaining Balance of \$70.00 and an Applied Amount of \$0.00. Below this is a table of transactions with columns for Trans #, Date, Type, Identifier, Status, Balance, and Applied Amount. The transaction with Trans # 861146 is highlighted, and its selection checkbox is circled in orange. The table also shows other transactions with balances of \$18,167.99, \$443.60, and \$443.60.

Trans #	Date	Type	Identifier	Status	Balance	Applied Amount
861145	02/25/2026	Misc Invoice	0038 DB Invoice 1234	Open	\$18,167.99	
861146	12/31/2025	Interest Misc	0038 DC Interest	Open	\$60.00	
861155	02/26/2026	Billing Adj.	2025-11 0038 RISK POOL BISBEE POLICE DEPARTMENT	Open	\$443.60	
861157	02/26/2026	Billing Adj.	2025-11 0038 RISK POOL BISBEE POLICE DEPARTMENT	Open	\$443.60	

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This screen indicates that users have a **Total Balance** remaining to use on another payment. The original amount, indicated under **Total Amount**, is listed to the left of the remaining balance.

0038 - BISBEE POLICE DEPARTMENT Welcome RLL  
Last Login: 2:10 pm yesterday

**Payments** Make a Payment

Actions	Trans #	Trans Type	Trans Status	Identifier	Activity Date	GL Plan ID	Total Amount	Total Balance	Deposit Date	DBCT - EE Original Amt	DBCT - EE Balance	DI OI
<input type="checkbox"/>	Apply Credit <a href="#">861143</a>	Payment	Open	DB CK #DB PP	02/25/2026	10	(\$1,000.00)	(\$1,000.00)	02/25/2026	\$0.00	\$0.00	\$C
<input type="checkbox"/>	Apply Credit <a href="#">861142</a>	Payment	Open	DC CK #DC PP	02/25/2026	12	(\$70.00)	(\$10.00)	02/25/2026	\$0.00	\$0.00	\$C
<input type="checkbox"/>	Apply Credit <a href="#">861141</a>	Credit Rate Change	Open	Credit Rate Change	02/25/2026	10	(\$500.00)	(\$500.00)		\$0.00	\$0.00	(\$)

**Bank Account** Add Bank Account

Actions	Description	Payment Type	EFT Status	Account Number	Routing Number	Default Eft	EFT Account Type
<input type="checkbox"/>	<a href="#">BANK OF AMERICA, N.A. (Checking)XXXXX5965</a>	BANK	Approved	***5965	122101706	Default Eft	Reg Employer

**Payment Schedules**

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Users will click on the **Transactions** tab to view the transaction status (**Trans Status**). Users will note that the status will display as **Open** until payment is received by PSPRS. The **Trans Status** will update to closed when completely processed.

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- [Work Reports](#)
- [Payments](#)
- [Transactions](#)
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- [Employer Info](#)
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**Transactions**

Trans #	Trans Type	Report Status	Trans Status	Identifier	Pay Period End Date	Total Amount	Total Balance	Activity Date	Released Date	GL Plan ID	Due Date
<a href="#">861146</a>	Interest Misc		Closed	0038 DC Interest		\$60.00	\$0.00	12/31/2025		12	01/30
<a href="#">861145</a>	Misc Invoice		Open	0038 DB Invoice 1234		\$18,167.99	\$18,167.99	02/25/2026		10	03/27
<a href="#">861143</a>	Payment		Open	DB CK #DB PP	02/25/2026	(\$1,000.00)	(\$1,000.00)	02/25/2026		10	
<a href="#">861142</a>	Payment		Open	DC CK #DC PP	02/25/2026	(\$70.00)	(\$10.00)	02/25/2026		12	
<a href="#">861141</a>	Credit Rate		Open	Credit Rate		(\$500.00)	(\$500.00)	02/25/2026		10	03/27
<b>Total in current view</b>						<b>\$24,707.66</b>	<b>\$17,545.19</b>				
<b>Total of all records</b>						<b>\$31,870.13</b>	<b>\$17,545.19</b>				

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