



i-Connect Reporting Guide

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1 Introduction

i-Connect is a service, provided using the Internet, that helps to manage the transfer of employee information from payroll administrators to pensions administrators.

As part of this transfer process, i-Connect automatically produces several reports. You can also run some reports 'on demand'.

This guide provides details of these reports.

1.1 Who to contact

If you have any questions about using the i-Connect service, please contact your pension fund.

2 Reports



Reports

i-Connect provides you with a set of reports containing additional information for each file upload and assist with your auto-enrolment obligations. All reports are retained for one month, after which they will be automatically deleted. If you wish to keep the reports for longer, you can save them by downloading them to your network.

2.1 Viewing reports

Click the 'Reports' icon on the i-Connect Dashboard to display the 'View Reports' page:


View Reports

Below are the generated reports which are currently available for download. Click on the 'Download Report' button for a report to download it. If you wish to save the report and specify the file name, right-click on the 'Download Report' button and select 'Save Link as...'

Auto Generated Reports:

Report Template	Payroll	Date Generated	Generated By	Expiry Date	Status	
Submission Contributions Summary Report	Monument Monthly	01-07-2019 17:52:07	gmpfemployer	29-07-2019	Available	Download Report
Matching Report	Monument Monthly	01-07-2019 17:32:59	gmpfemployer	29-07-2019	Available	Download Report
Submission Contributions Summary Report	St James Monthly	25-06-2019 11:32:16	gmpf	23-07-2019	Available	Download Report
Submission Contributions Summary Report	St James Monthly	25-06-2019 10:22:36	gmpf	23-07-2019	Available	Download Report
Submission Contributions Summary Report	Monument Monthly	19-06-2019 16:52:43	gmpfemployer	17-07-2019	Available	Download Report
Matching Report	Monument Monthly	19-06-2019 16:43:44	gmpfemployer	17-07-2019	Available	Download Report
Submission Contributions Summary Report	Trafford Monthly	17-06-2019 15:43:15	gmpfemployer	15-07-2019	Available	Download Report
Matching Report	Trafford Monthly	17-06-2019 15:34:41	gmpfemployer	15-07-2019	Available	Download Report
Submission Contributions Summary Report	Trafford Monthly	17-06-2019 10:13:05	gmpf	15-07-2019	Available	Download Report
Matching Report	Trafford Monthly	17-06-2019 10:12:37	gmpf	15-07-2019	Available	Download Report
Submission Contributions Summary Report	Monument Monthly	17-06-2019 09:48:23	gmpf	15-07-2019	Available	Download Report

A PDF reader is required to view the reports. If you do not have a PDF reader, you can download one using the link below.

 [Get ADOBE READER](#)

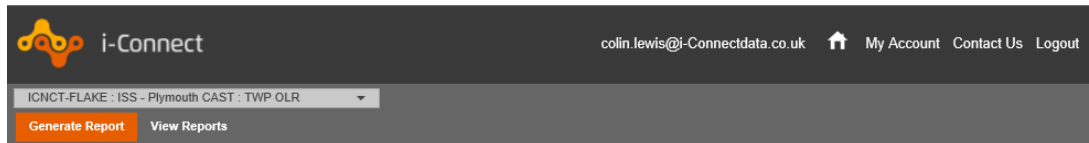
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The following reports are available:

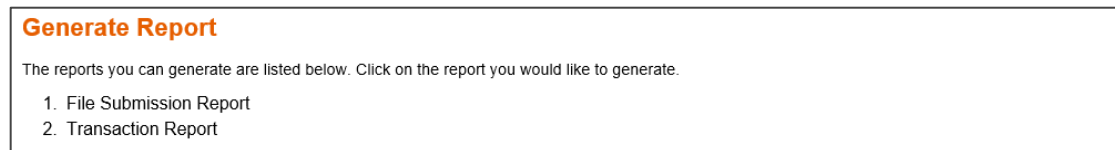
Matching Report – Automatically Generated	This report provides details of all matched members for the selected payroll. It is automatically generated at the end of the matching process.
Transactions Report - Manually Generated	This report provides details of the event processing for each upload within the selected date range event for the selected payroll.
File Submission Report - Manually Generated	This report provides a list of payroll extract files submitted within the specified date range. Details include the numbers of successful, unsuccessful and partially-successful members processed (as a percentage), together with the number of transactions, date submitted and the expected submission date.
Submission Contributions Summary Report – Automatically Generated	This report provides a breakdown of the employee and employer contributions that have not been updated on the target system due to either validation or event errors. Your fund will use this to balance contributions.

2.2 Generating reports

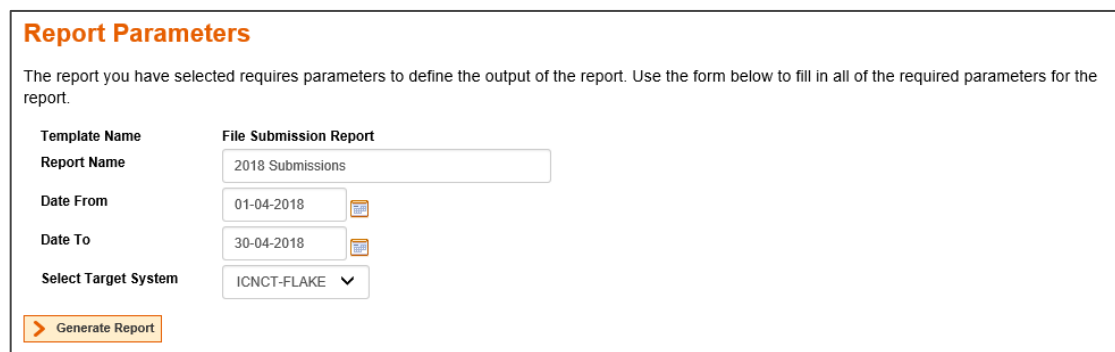
Click the 'Generate Report' button to generate one of the three manually generated reports:



The following page is displayed:



Select a 'report', complete the input parameters, then click the Generate Report button:



User-generated reports appear at the bottom of the View Reports page:

User Generated Reports:

Report Name	Report Template	Date Generated	Generated By	Expiry Date	Status	
2018 Submissions	File Submission Report	12-07-2018 12:55:25	emplake	09-08-2018	Available	Download Report

3 History

The History page displays details of previous i-Connect member matching, synchronisation and business-as-usual uploads for the selected payroll:



History

3.1 Viewing history

Click the chevron (▼) to expand the view and display further details for the selected submission, click the chevron again to contract the view:

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status			
online return	30-04-2019	30-04-2019	01-07-2019 17:47:26	Payroll Upload	Complete	▲		
Submission Statistics								
Total Number of Payroll Members Tracked by i-Connect					4			
Omitted Payroll Members (present on a previous submission, and no leaver event processed)					0			
Payroll Members submitted this period	4	Payroll Members in Error	0	Accepted for Processing	4			
Pensionable Pay (Period)	£4,750.00	Employee Main Contributions (Period)	£261.25	AVCs (YTD)	£15.10			
Main CARE Pay (YTD)	£4,750.00	Employee Main Contributions (YTD)	£261.25	Add Contrs/ARCs (YTD)	£0.00			
50/50 CARE Pay (YTD)	£0.00	Employee 50/50 Contributions (Period)	£0.00	Shared Cost APCs (Period)	£120.00			
		Employee 50/50 Contributions (YTD)	£0.00	Shared Cost APCs (YTD)	£120.00			
		Employer Contributions (Period)	£760.00	Employee APCs (Period)	£60.00			
		Employer Contributions (YTD)	£760.00	Employee APCs (YTD)	£60.00			
Submitted By User		gmpfemployer		Processed By User		gmpfemployer		
! Tolerance failures were detected and confirmed by the user to proceed with submission processing. Click here to view the failures.								
Events	Total	Pending	Submitted	Completed	Failures	Errors	Suppressed	Progress
New Starter	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Opt In	0	0	0	0	0	0	0	
Salary	4	0	0	4	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Contributions	4	0	0	4	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Additional Contributions	2	0	0	2	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
CARE Pay	4	0	0	4	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Service	0	0	0	0	0	0	0	
Service Break	0	0	0	0	0	0	0	
Member Details Update	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Member Address Update	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Works Address Update	0	0	0	0	0	0	0	
Opt Out	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Leaver	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
online return	30-04-2019	30-04-2019	01-07-2019 17:33:08	Online Return	Complete	▼		
online return	30-04-2019	30-04-2019	01-07-2019 17:33:05	Synchronisation	Complete	▼		
online return	30-04-2019	30-04-2019	01-07-2019 17:24:45	Member Matching	Complete	▼		

4 Want to know more?

Look at these guides:

- Reporting
- On boarding
- Online Return
- File Upload

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