Example – EDRA (Processing a Rate Adjustment (RA) Transaction)

To begin, the PTR Preparer would pull up the information on the transaction with the incorrect rate. One source of information that can be used to see how the transaction was actually processed is the IPAY screen, IDER - Earnings Distributions (shown below).

Almost all of the fields needed to complete the EDRA transaction can be found on the IDER screen above, which is why it is a good source of information. The rate entered on the EDRA screen is the difference between the incorrect pay rate and the correct pay rate. The preparer must enter an “A” in the RAI field.
The PTR Preparer would then press enter and F9 to begin the update process. The Post Authorization Notification (PAN) Comments Entry Screen will be displayed. The preparer should enter comments on the PAN comments entry screen describing the old or incorrect rate and the new or correct rate.

Once the update has been completed by pressing the F9 key again, the preparer will see the EDRA screen which will now display a sequence number and the message "Update process completed".