



Data extracts

This e-access feature enables you to download membership information directly from e-access. You'll find this useful in many ways, including cross-referencing OMERS data against your payroll records. This is especially useful when it comes to preparing your members' T4 income tax slips.

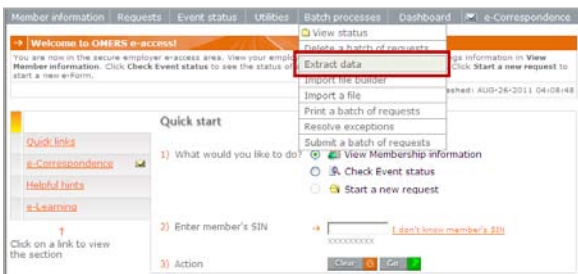
Types of data extracts...

- Membership Data Extract
- Leave Period Extract
- Contribution Reported Detail
- Elimination Period Extract
- Supplemental Plan Class Definition Extract

Request a data extract

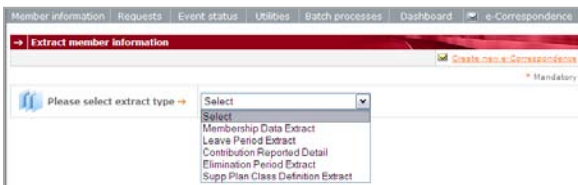
From the e-access homepage...

- Open the **Batch processes** drop-down menu.
- Click **Extract data**.

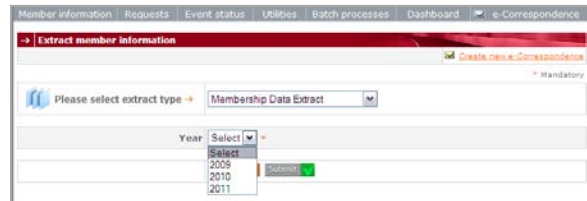


From the Extract member information page...

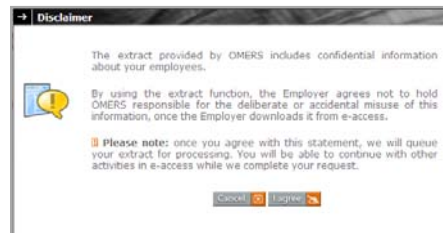
- Open the drop-down menu next to *Please select extract type* → and select the type of extract that you would like.



- Open the drop-down menu to select the *Year* of the member information you want to extract.

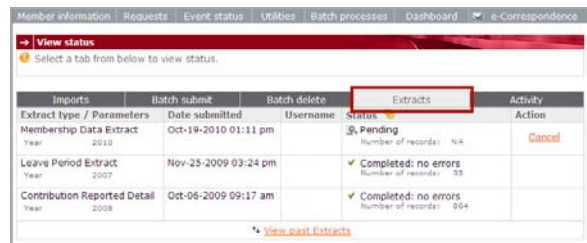


- Click **Submit**. A legal **Disclaimer** appears.
- When you have finished reading the disclaimer, click **I agree** to continue.



From the View status page...

- Click the **Extracts** tab to see information about the extract, including the date it was submitted, the username of the individual who requested it, and the status of the request.



Tips:

- Click the icon next to *Status* to see an explanation of each status.
- While the data extract is *Pending* you can **Cancel** it.



Notes:

- You'll notice there is a link to *View Past Extracts*, if you want to refer to or download an extract you requested **within the last seven days**.
- While your data extract is being processed, you can continue to process other requests.

Download a data extract

Once your data extract is complete, you'll notice the **Cancel** link next to it changes to **Download**. You can now download the data extract – as a Text file (.txt) – to your computer.

- Click **Download**. The **File Download** box appears.
- Click **Save**. The **Save As** dialog box appears.

Note: Your data extract is given a default file name, which you can change at this point – to make it easier to find later on. Also, you can choose in which directory you wish to save the file.

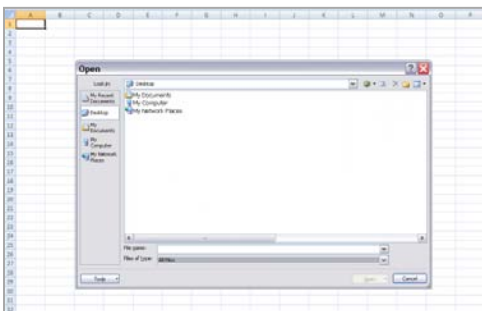
- Click **Save**.
- Once the **Download complete** dialog box appears, click **Close**.

View a data extract (in Excel)

Now that your data extract file has been downloaded, you are able to manipulate the data to suit your purposes.

If you'd prefer to convert the file into Excel format...

- Launch Microsoft Excel.
- From within Microsoft Excel 2003, click **File** → **Open** from the Excel menu bar. The **Open** dialog box appears.
- From within Microsoft Excel 2007, click on the Windows icon in the top left-hand corner of Excel, click **Open**. The **Open** dialog box appears.

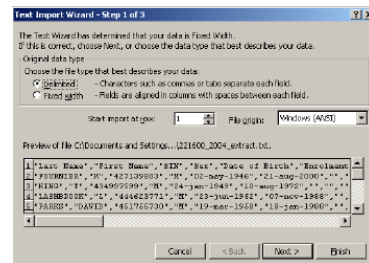


- Navigate to the location of the file you saved onto your computer, select the file, and then click **Open**. The **Text Import Wizard** launches.

Important: In the **Files of type** drop-down menu, select **All Files (*.*)**. This ensures your data extract file will be listed in the folder in which you saved it.

Do the following to set up the presentation of your extracted data...

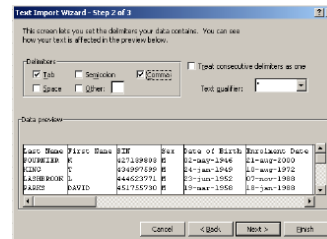
Text Import Wizard – Step 1 of 3



- Click the **Delimited** button.
- Click **Next**.

Text Import Wizard – Step 2 of 3

Excel 2003



Excel 2007






- Select the **Tab** and **Comma** options.
- Click **Next**.

Text Import Wizard – Step 3 of 3

- Review the date in the Data preview pane.
- Click **Finish**. The extracted data is presented in an Excel spreadsheet.

Save a data extract

To save your data extract file as an Excel spreadsheet...

- From within Microsoft Excel 2003, click **File** → **Save As** from the Excel menu bar. The **Save As** dialog box appears.
- From within Microsoft Excel 2007, click on the Windows icon  in the top left-hand corner of Excel, click **Save As**. The **Save As** dialog box opens.

Important: During the save process, make sure the file type is an Excel file (.xls) and not a Text file (.txt). This ensures that your data extract file is saved in an Excel-format table, which is easy to use for manipulating data.

Note: Your data extract is given a default file name, which you can change at this point – to make it easier to find later on. Also, you can choose in which directory you wish to save the file.

- Click **Save**.

Using a data extract

Now that you have the member information you requested in an Excel file on your computer, you can use this information as you require. For example:

- **Membership Data Extract** – you can compare the details of this report against your payroll records to identify any members that are not enrolled or that should be terminated.

Important: If you report your *e-Form 119 – Annual Reporting of membership information* data before the end of February, you can then request a membership data extract and it will include pension adjustments (PAs) for your members.

- **Leave Period Extract** – you can compare the details of this report against your payroll records to identify any leave periods that have not yet been reported or that have been incorrectly reported.
- **Contribution Reported Detail** – you can compare the details of this report against your payroll records once all of your *e-Form 119 Annual Reporting of Membership Information* requests have been reported, to identify any discrepancies.
- **Elimination Period Extract** – you can compare the details of this report against your payroll records to identify any elimination periods that have not yet been reported or that have been incorrectly reported.
- **Supplemental Plan Class Definition Extract** – you can use this data to define memberships for inclusion in a Supplemental Plan Class to be used in the Supplemental Cost Estimate request.

Questions?

We're here to help. Please contact OMERS Client Services.