

# Reports (Remittance Reports)

Select:

- **Imports & Reports**
- **Accounting Reports**
- **Remittance**

## Accounting Reports

Choose Report Type

Choose ▼

- Choose
- Direct Bill Payment Activity
- Refund Request
- Remittance**
- Subsidy Schedule

The Remittance Report contains a detailed summary of all payments applied to premium months that are due to either the Employer or Carrier (minus bookable admin fees) through a specific date. The balance that is remitted to the Employer or Carrier is reflected in the Custodial Cash Balance Report. Running the Remittance report is the last step in the Remittance process.

## Accounting Reports

Find the **Report ID** referenced in the email from ABG and select **Report** on the right.

**Choose Report Type**

*Description*

The Remittance Report contains a detailed summary of all payments applied to premium months that are due to either the Employer or Carrier (minus bookable admin fees) through a specific date. The balance that is remitted to the Employer or Carrier is reflected in the Custodial Cash Balance Report. Running the Remittance report is the last step in the Remittance process.

### Remittance Reports

Show  entries

Report ID <input type="text"/>	Through Premium Due Date	Through Deposit Date	Posted	
> 19	01/31/2014		✓	<a href="#">Report</a>
> 18	12/31/2013		✓	<a href="#">Report</a>
> 17	11/30/2013		✓	<a href="#">Report</a>
> 16	10/31/2013		✓	<a href="#">Report</a>

## Report Settings

**Report ID:** 19  
**Begin Date:** 03/24/2014 | 10:30 AM  
**End Date:** 03/24/2014 | 10:30 AM

**Through Premium Due Date:** 01/31/2014 | 12:00 AM  
**Through Deposit Date:**  
**User:** jbarcombtest@amben.com

**Employer Name:** Mason's Masonry    **Division:** Mason's Masonry

Mask SSN on report

### REPORT FORMAT

-  Adobe Reader Format
-  Comma Separated Values Text File
-  Microsoft Access Database File
-  XML File

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[Run Report](#)

You may run the report for one **Division** or all (if you do not have multiple divisions, this is not applicable)

Select your **Report Format** (*Adobe Reader Format (PDF) is recommended*)

**Run Report**

# Reports (Remittance Reports)

## Accounting Reports

Your Report has been successfully sent to the Job Queue

Choose Report Type

Remittance

Home

Account

Members

Imports & Reports

Imports

Accounting Reports

Standard Reports

**Job Queue**

Recent Activity

Help

## Job Queue

### Active Jobs

Entered Date/Time	Category	Job Type	Started Date/Time	Co
> 06/12/2018   2:55 PM	Large Report	Remittance	06/12/2018   2:55 PM	06
> 08/25/2015   3:32 PM	Import	Import	08/25/2015   3:32 PM	08
> 08/25/2015   3:23 PM	Import	Import	08/25/2015   3:23 PM	08

If the report has been run successfully a confirmation will appear at the top of the page.

The selected report will be run through the **Job Queue**.

Select **Job Queue** to download the report when ready.

Your **Job Queue** saves report results.

## Job Queue

 Refresh

The most recent job appears on the top.

Select **Refresh** until “Complete” appears in the **Message** column next to the job.

Select **View** to download your report (under **Download Results**)

### Active Jobs

Show  entries

Entered Date/Time	Category	Job Type	Started Date/Time	Completed Date/Time	Download Results	Message
> 06/12/2018   2:55 PM	Large Report	Remittance	06/12/2018   2:55 PM	06/12/2018   2:55 PM	<a href="#">View</a>	Complete
> 08/25/2015   3:32 PM	Import	Import	08/25/2015   3:32 PM	08/25/2015   3:32 PM	<a href="#">View</a>	Complete
> 08/25/2015   3:23 PM	Import	Import	08/25/2015   3:23 PM	08/25/2015   3:23 PM	<a href="#">View</a>	Complete
> 06/12/2015   12:41 PM	Report	Generated Letters Summary	06/12/2015   12:41 PM	06/12/2015   12:41 PM	<a href="#">View</a>	
> 06/12/2015   12:40 PM	Report	Generated Letters Detail	06/12/2015   12:40 PM	06/12/2015   12:40 PM	<a href="#">View</a>	

# Reports (Remittance Reports)

## Client Remittance Report

Client DBA Name: Mason's Masonry

Remittance Period Beginning: 3/24/2014 10:30:42 AM

Client Name: Mason's Masonry

Ending: 3/16/2017 9:21:03 AM

Client Alternate:

Includes Through Premium Due Date: 01/31/2017

Division Name: Mason's Masonry

Remit To: Client

Member Paid Amounts and Subsidized Admin Fees To Remit for Premium Month: 1 / 2017

Plan: BCBS PPO Medical Plan Carrier: Blue Cross Blue Shield  
Policy Number: BCBS 555

Member Name	SSN	Premium	Admin Fee	Member Paid	Subsidy	Admin Fee Paid by		Member Paid	Member Paid	Total To	Total To
						Member	Subsidy	Paid	Paid	Carrier	Client
								Premium	Admin Fee		
								To Remit	To Remit		
Smith, Frank	xxx-xx-7888	\$575.00	\$11.50	\$586.50	\$0.00	\$11.50	\$0.00	\$575.00	\$0.00	\$0.00	\$575.00
<b>Plan Total:</b>		<b>\$575.00</b>	<b>\$11.50</b>	<b>\$586.50</b>	<b>\$0.00</b>	<b>\$11.50</b>	<b>\$0.00</b>	<b>\$575.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$575.00</b>

Plan: Delta Dental PPO Plan (DOT) Carrier: Delta Dental  
Policy Number:

Member Name	SSN	Premium	Admin Fee	Member Paid	Subsidy	Admin Fee Paid by		Member Paid	Member Paid	Total To	Total To
						Member	Subsidy	Paid	Paid		
								Premium	Admin Fee		
								To Remit	To Remit		
Smith, Frank	xxx-xx-7888	\$36.00	\$0.72	\$36.72	\$0.00	\$0.72	\$0.00	\$36.00	\$0.00	\$0.00	\$36.00
<b>Plan Total:</b>		<b>\$36.00</b>	<b>\$0.72</b>	<b>\$36.72</b>	<b>\$0.00</b>	<b>\$0.72</b>	<b>\$0.00</b>	<b>\$36.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36.00</b>
<b>Premium Month Total:</b>		<b>\$611.00</b>	<b>\$12.22</b>	<b>\$623.22</b>	<b>\$0.00</b>	<b>\$12.22</b>	<b>\$0.00</b>	<b>\$611.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$611.00</b>

Mason's Masonry Client Totals:	Remit To Client Adjustment Total:	\$0.00
	Remit To Client Total:	\$611.00
	Subsidized Bookable Admin Fee	\$0.00
	Remit To Carrier - Adjust with Client Adjustment Total:	\$0.00
	<b>Client Remittance Total:</b>	<b>\$611.00</b>
	Remit To Carrier Total:	\$0.00

The Remittance Report will reflect what premium payments are being remitted and for which Members.

The Remittance is broken down by premium month, then plan. Totals are calculated for your for each plan, premium month, and division.

The remittance will equal the check or direct deposit you receive.