Guide to Running Reports in the WealthCare Administration System

AMERICAN BENEFITS GROUP

Enrollee Account Balance *(see page 2)*

- When scheduled to be sent automatically, this report runs Monthly by default, on the 1st of every month.
- The Enrollee Account Balance report provides administrators with a list of all participants detailing: Account Status, Annual Election, Contributions Year to Date (Employee and Employer), Deposits, Total Year to Date Disbursements, Plan Forfeiture Balance, and Balance Due.

Employer Disbursements Report *(see page 17)*

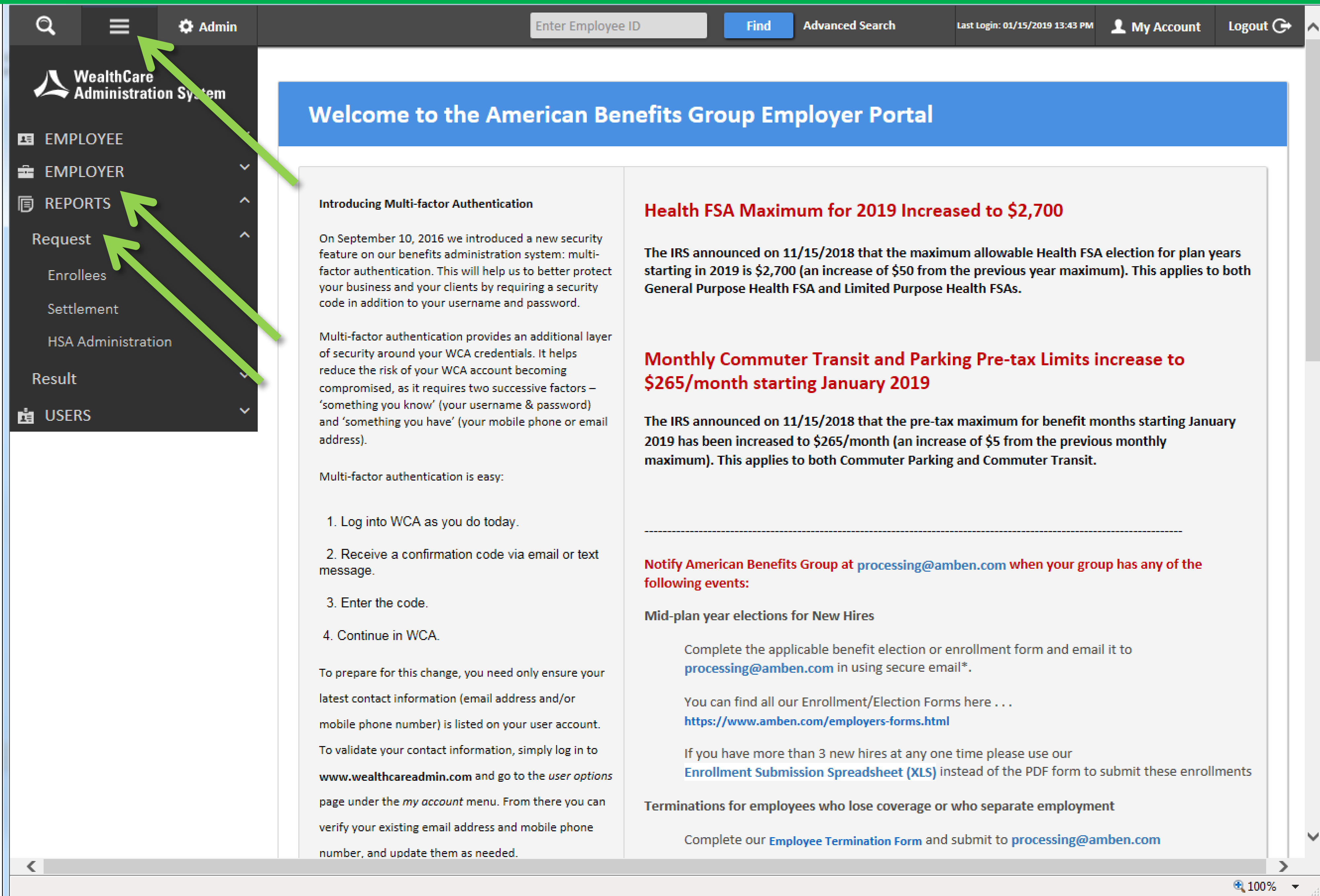
- When scheduled to be sent automatically, this report runs Weekly by default, every Wednesday
- The Employer Disbursements Report provides transaction detail on debit card transactions (for those employers who offer the ABG Benefit Card), reimbursed manual claims, and refunds. The transaction data returned gives a consolidated, accurate report of all spending activity for an employer group. Employers can use this report to reconcile all claim activity for a specified timeframe.

WealthCare Administration System

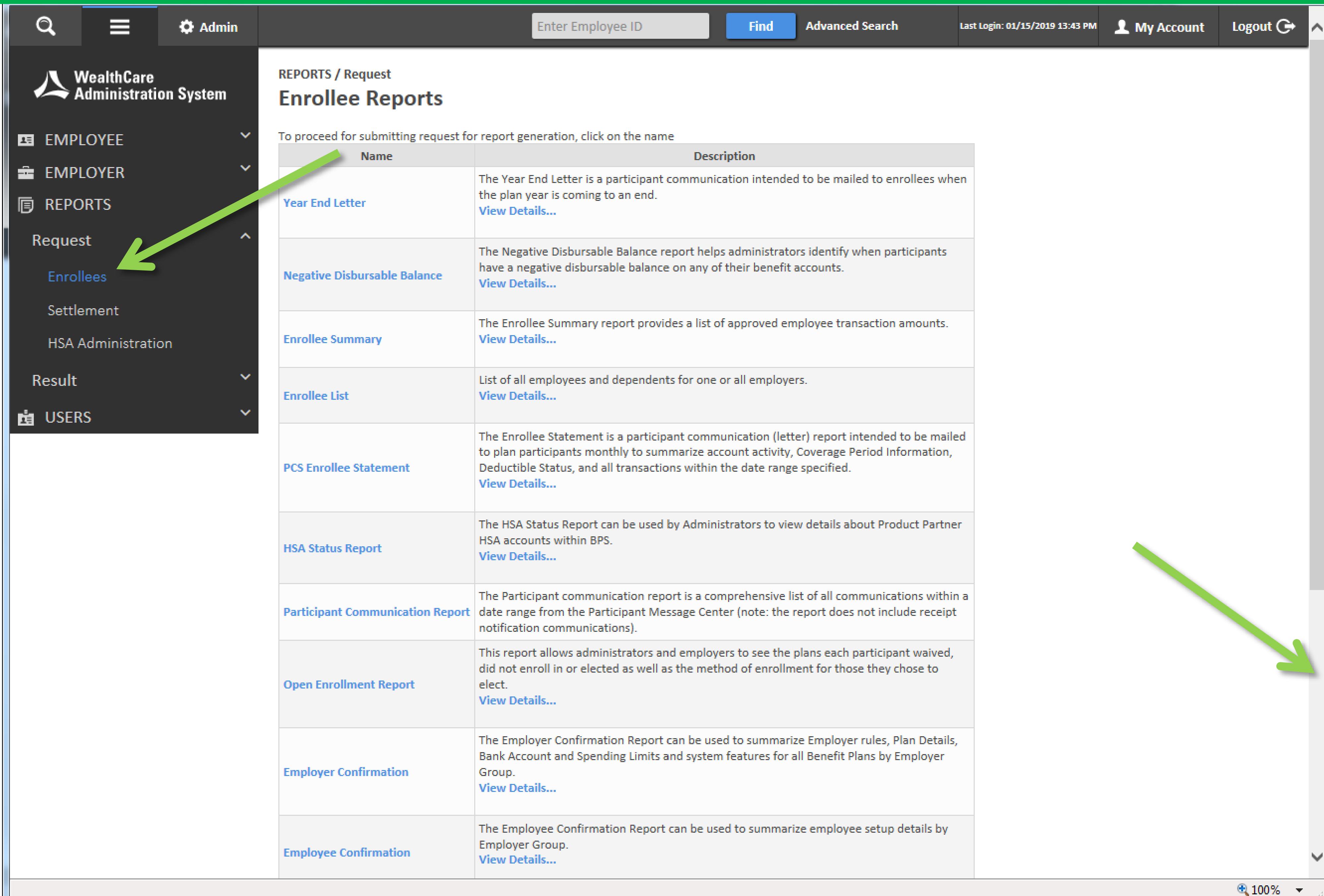
Last Revised: January 2019 – Bob Wilson

Running the **Enrollee Account Balance** Report in the WealthCare Administration System using Employer Plan Administrator access

1. Click the Menu icon to reveal the left navigation menu, click **Reports**, then **Request**



2. Click **Enrollees**, then scroll down and click the name of the report in the main portion of the page – **Enrollee Account Balance**



2. Click **Enrollees**, then scroll down and click the name of the report – **Enrollee Account Balance**

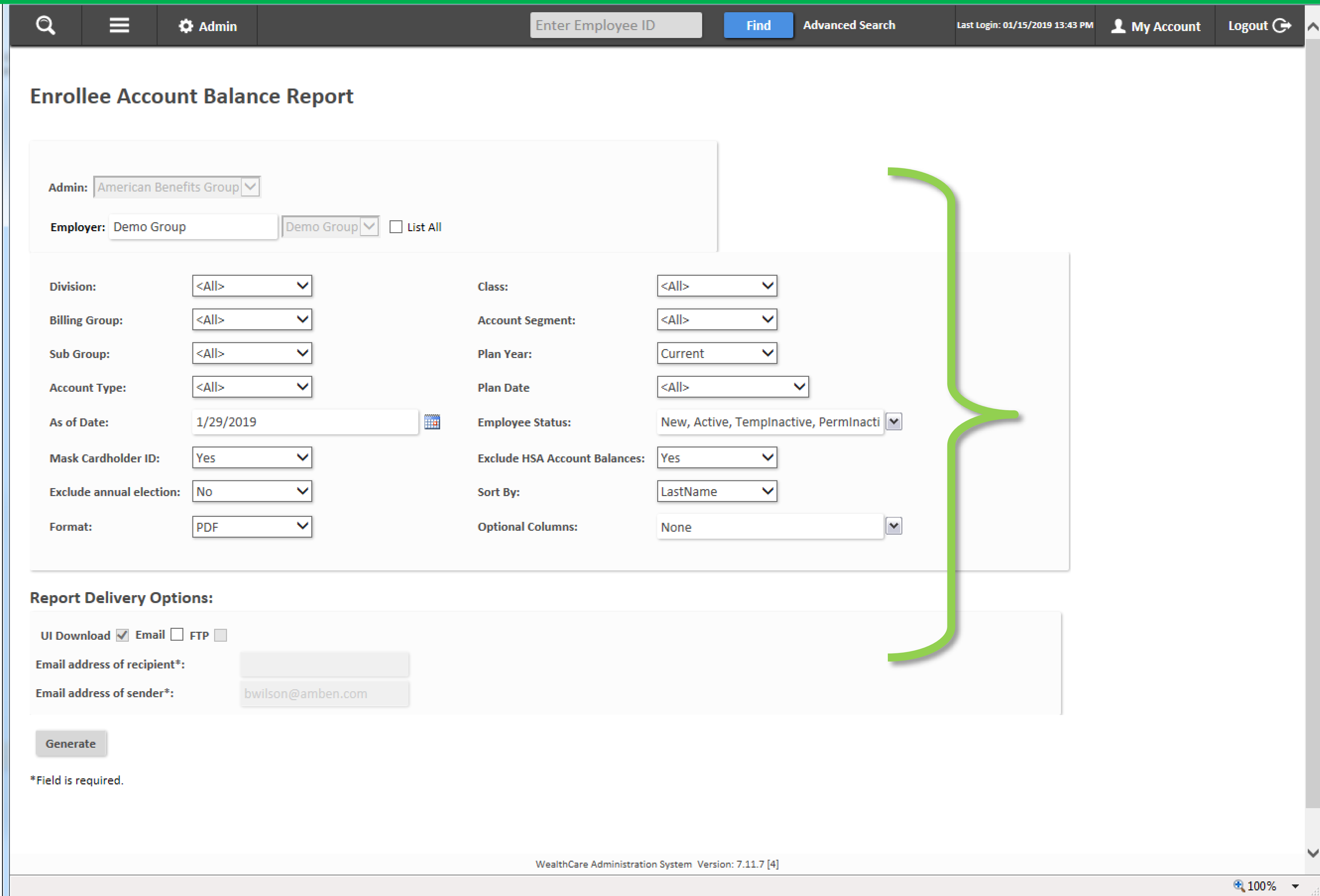
USERS

PCS Enrollee Statement	The Enrollee Statement is a participant communication (letter) report intended to be mailed to plan participants monthly to summarize account activity, Coverage Period Information, Deductible Status, and all transactions within the date range specified. View Details...
HSA Status Report	The HSA Status Report can be used by Administrators to view details about Product Partner HSA accounts within BPS. View Details...
Participant Communication Report	The Participant communication report is a comprehensive list of all communications within a date range from the Participant Message Center (note: the report does not include receipt notification communications).
Open Enrollment Report	This report allows administrators and employers to see the plans each participant waived, did not enroll in or elected as well as the method of enrollment for those they chose to elect. View Details...
Employer Confirmation	The Employer Confirmation Report can be used to summarize Employer rules, Plan Details, Bank Account and Spending Limits and system features for all Benefit Plans by Employer Group. View Details...
Employee Confirmation	The Employee Confirmation Report can be used to summarize employee setup details by Employer Group. View Details...
Enrolled Participants Report	The Enrolled Participant Report is an Excel report which provides Administrators with a combination of Employee Demographics information, Benefit Account details, including balances, and associated dependents. View Details...
Enrollee Account Balance	The Enrollee Account Balance report provides administrators with a list of all participants detailing: Account Status, Annual Election, Contributions Year to Date (Employee and Employer), Deposits, Total Year to Date Disbursements, Plan Forfeiture Balance, and Balance Due. View Details...
PCORI Report	This report provides the total number of active accounts, by month. View Details...

WealthCare Administration System Version: 7.11.7 [2]

100%

3. Enter your choice of parameters for the Enrollee Account Balance Report



Admin | Enter Employee ID | Find | Advanced Search | Last Login: 01/15/2019 13:43 PM | My Account | Logout

Enrollee Account Balance Report

Admin: American Benefits Group

Employer: Demo Group | Demo Group | List All

Division:	<All>	Class:	<All>
Billing Group:	<All>	Account Segment:	<All>
Sub Group:	<All>	Plan Year:	Current
Account Type:	<All>	Plan Date	<All>
As of Date:	1/29/2019	Employee Status:	New, Active, TempInactive, PermInacti
Mask Cardholder ID:	Yes	Exclude HSA Account Balances:	Yes
Exclude annual election:	No	Sort By:	LastName
Format:	PDF	Optional Columns:	None

Report Delivery Options:

UI Download ☑ Email ☐ FTP ☐

Email address of recipient*:

Email address of sender*: bwilson@amben.com

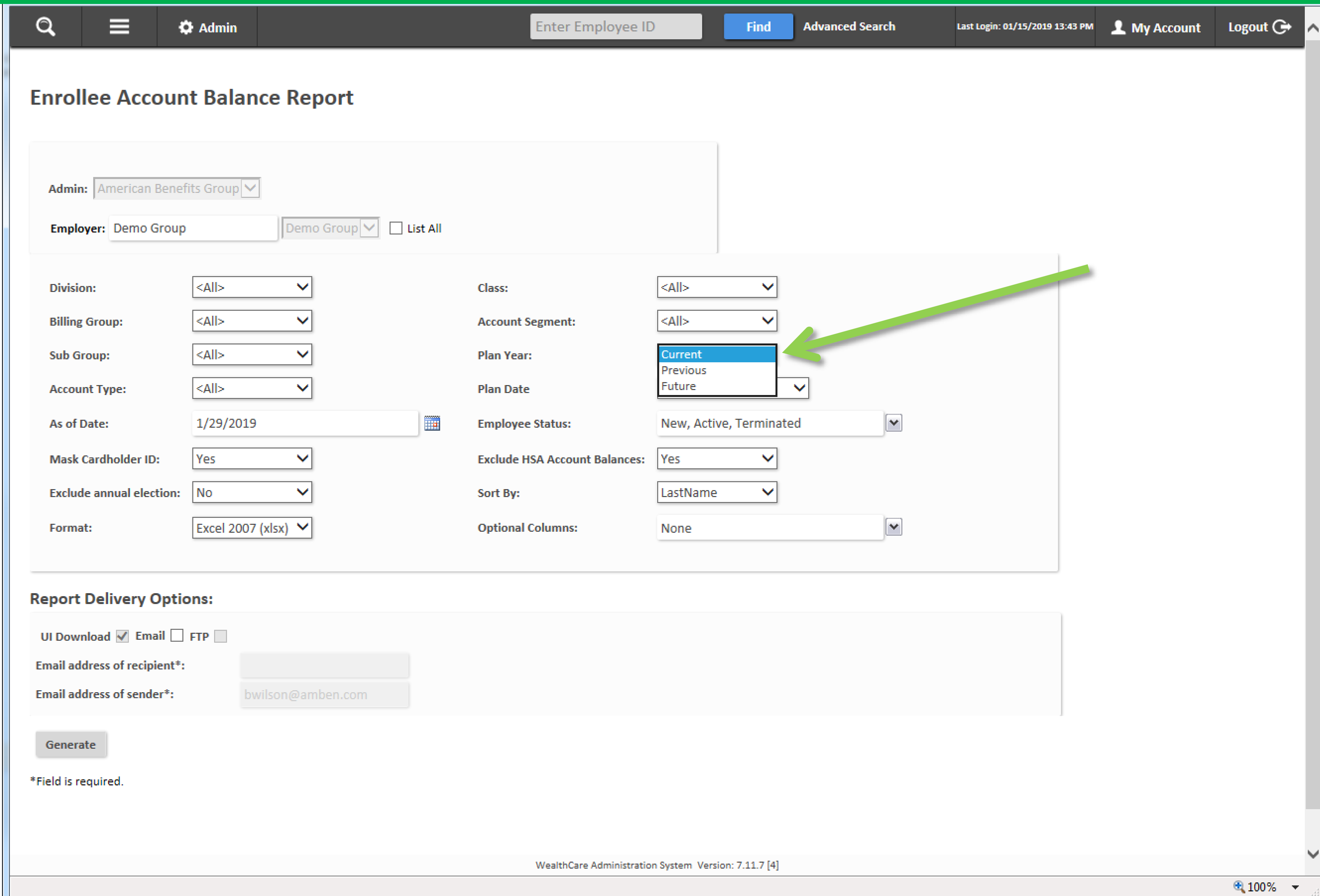
Generate

*Field is required.

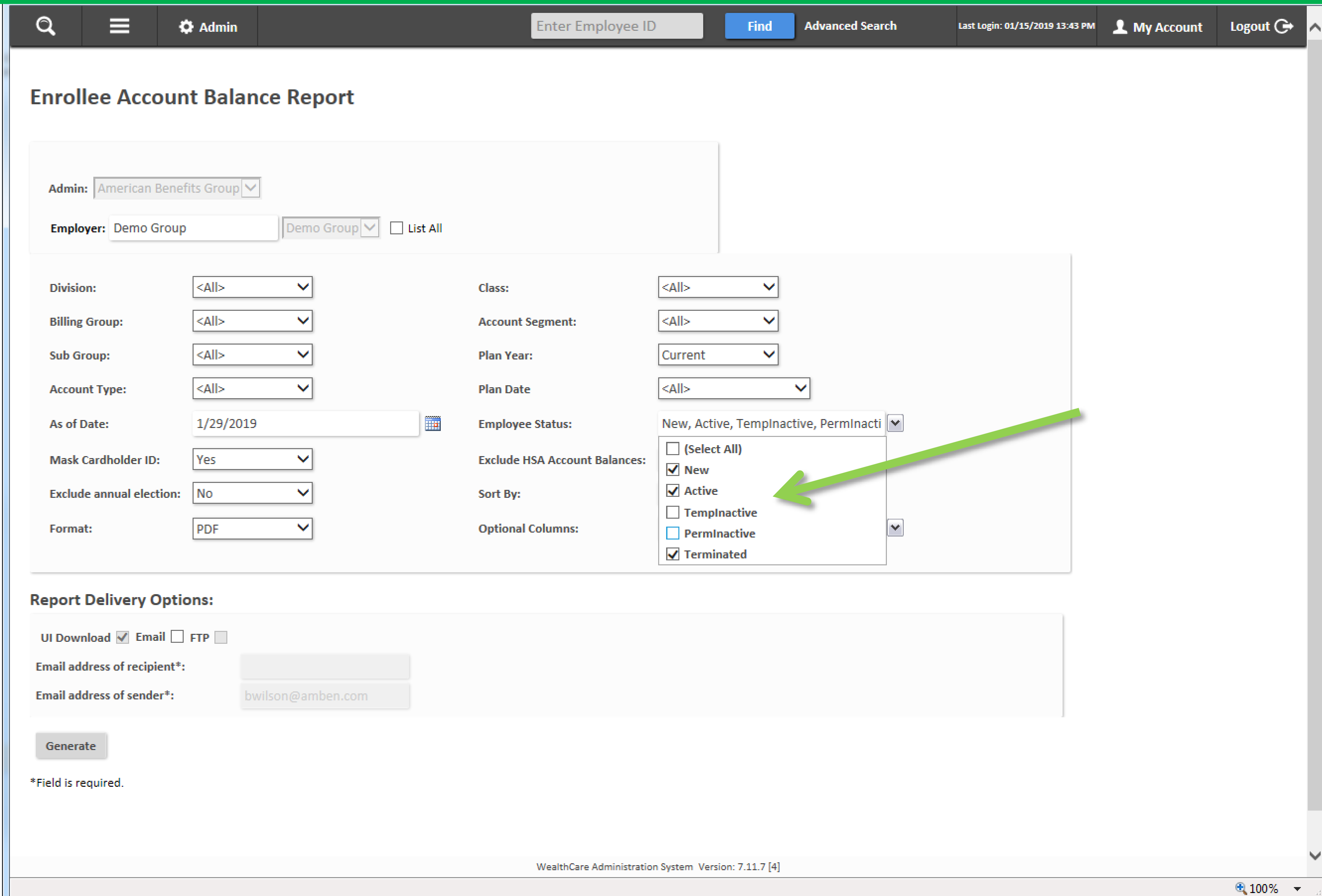
WealthCare Administration System Version: 7.11.7 [4]

100%

4. Select a "direction in time" – "Current", "Previous" or "Future" under **Plan Year**

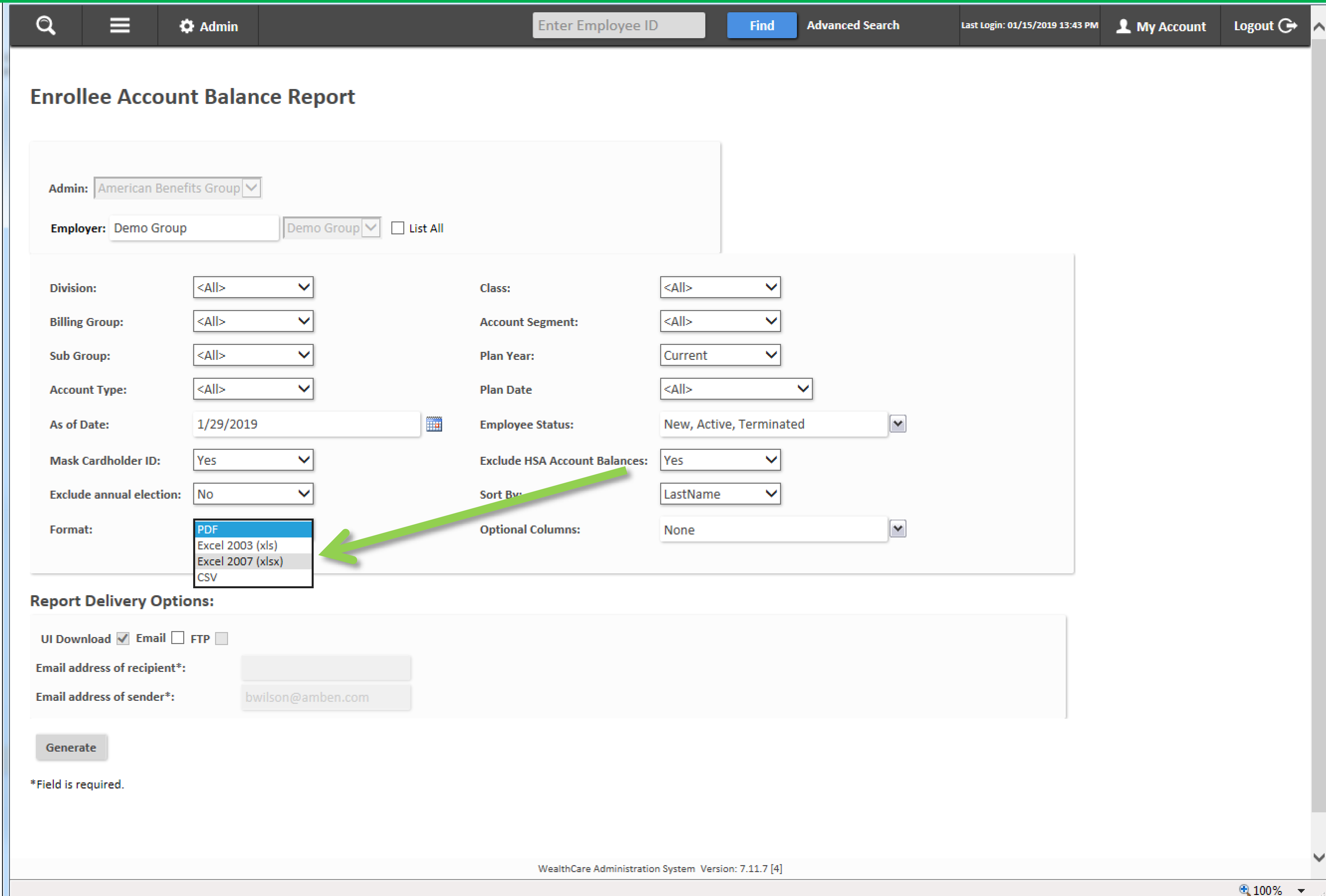


5. De-select “TempInactive” and “PermInactive” (but leave “New”, “Active” and “Terminated” checked) under **Employee Status**



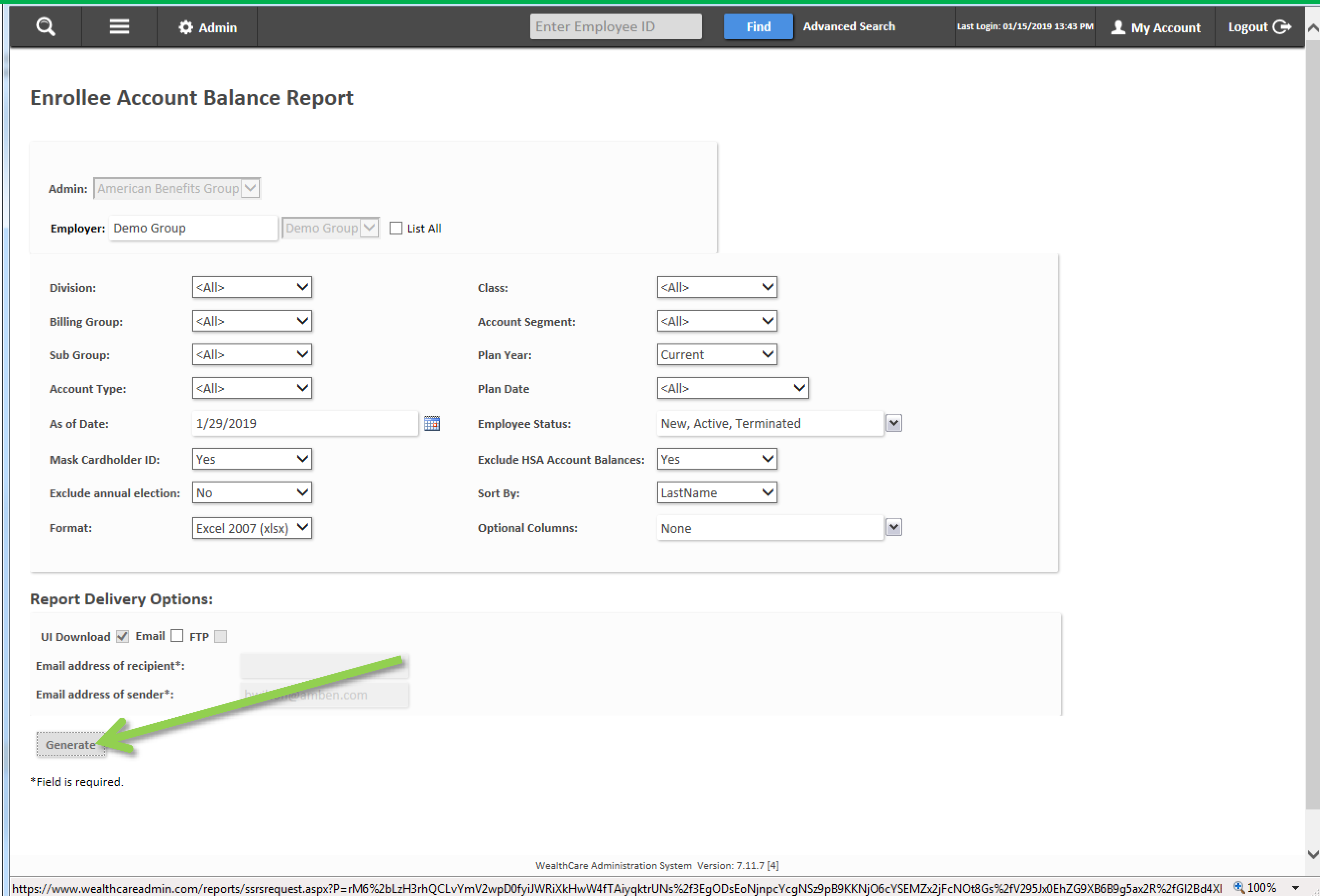
6. Choose a file **Format**

(Excel is recommended for this report)

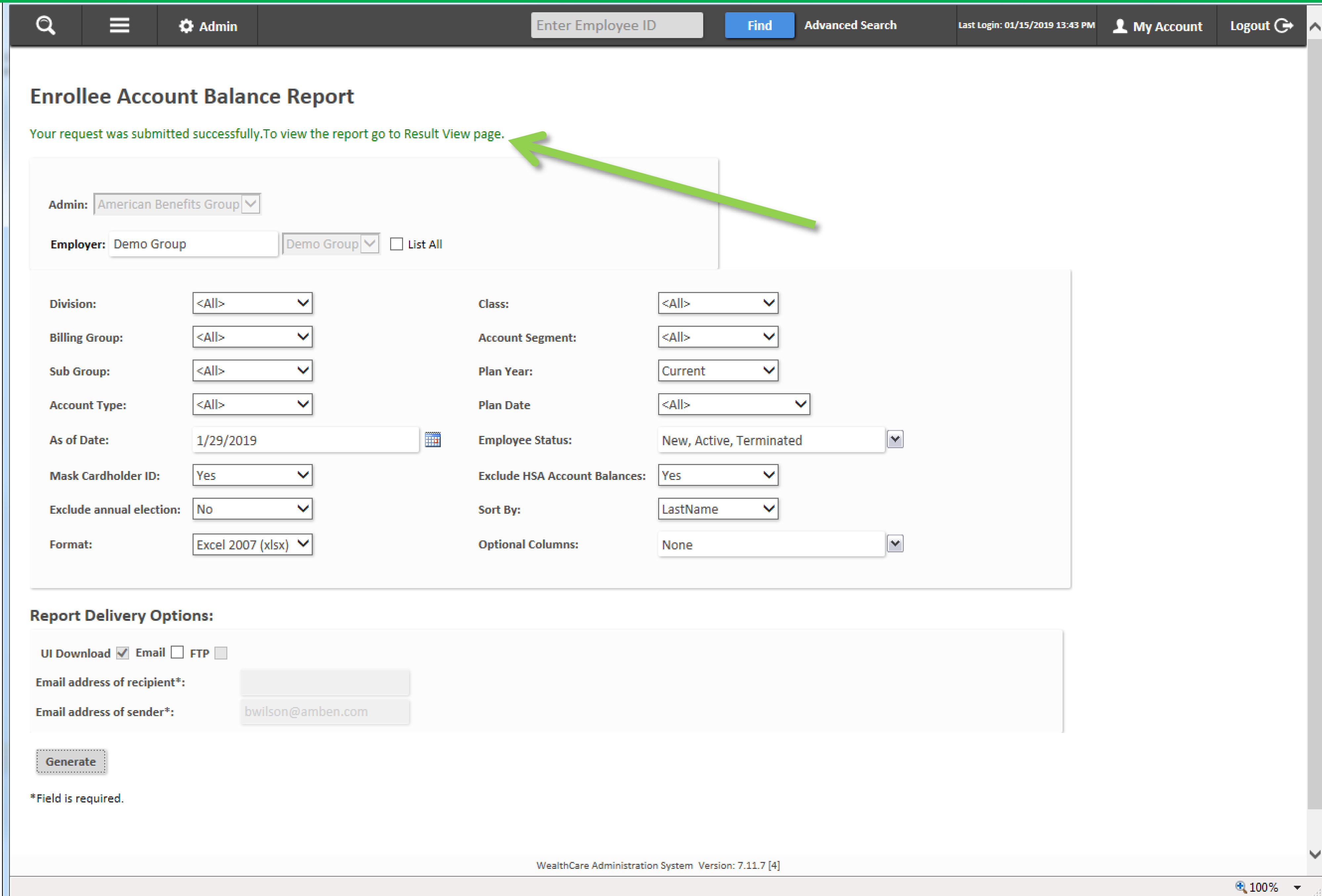


7. Click **Generate**

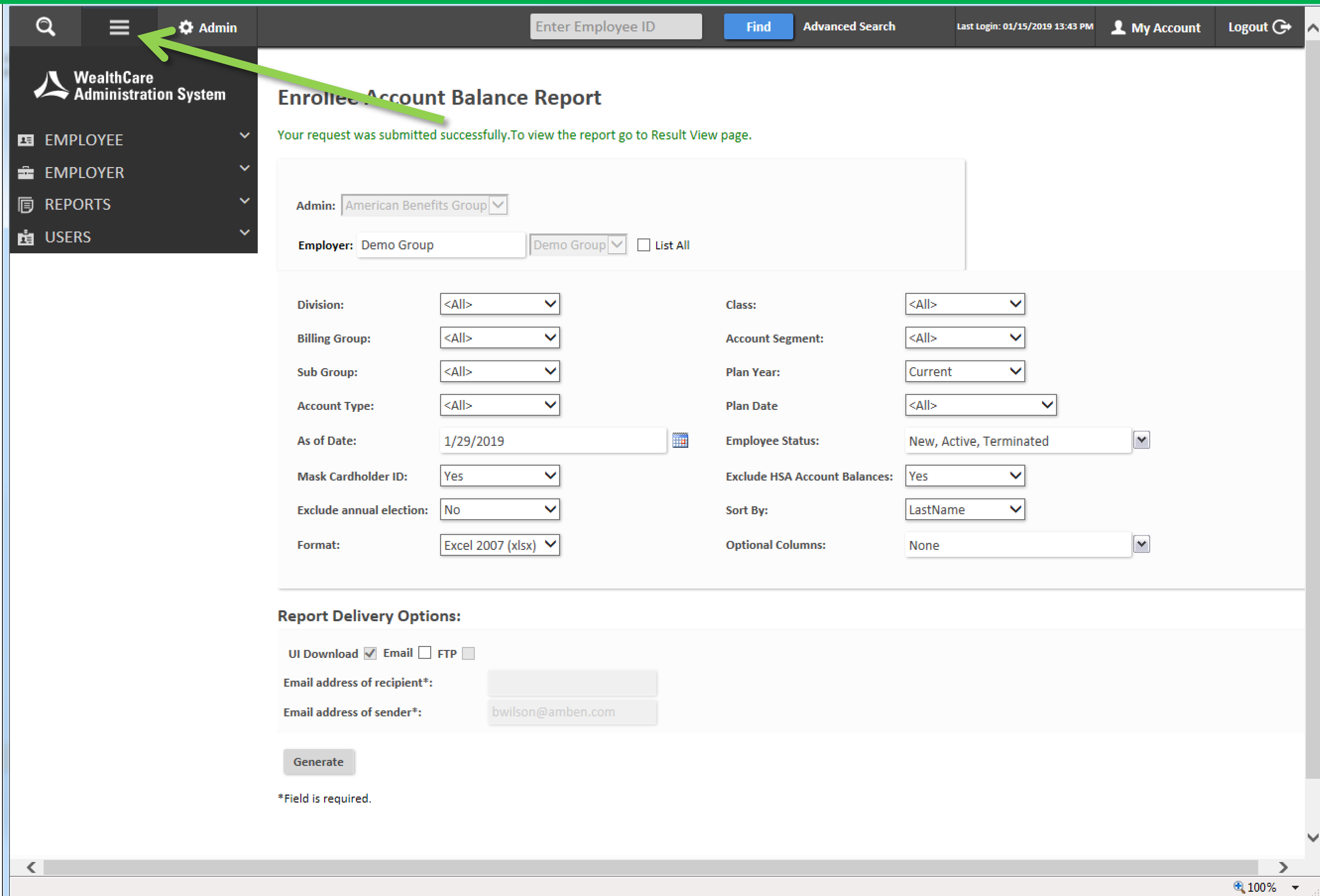
(Using the rest of the Report Delivery Options section is not recommended)



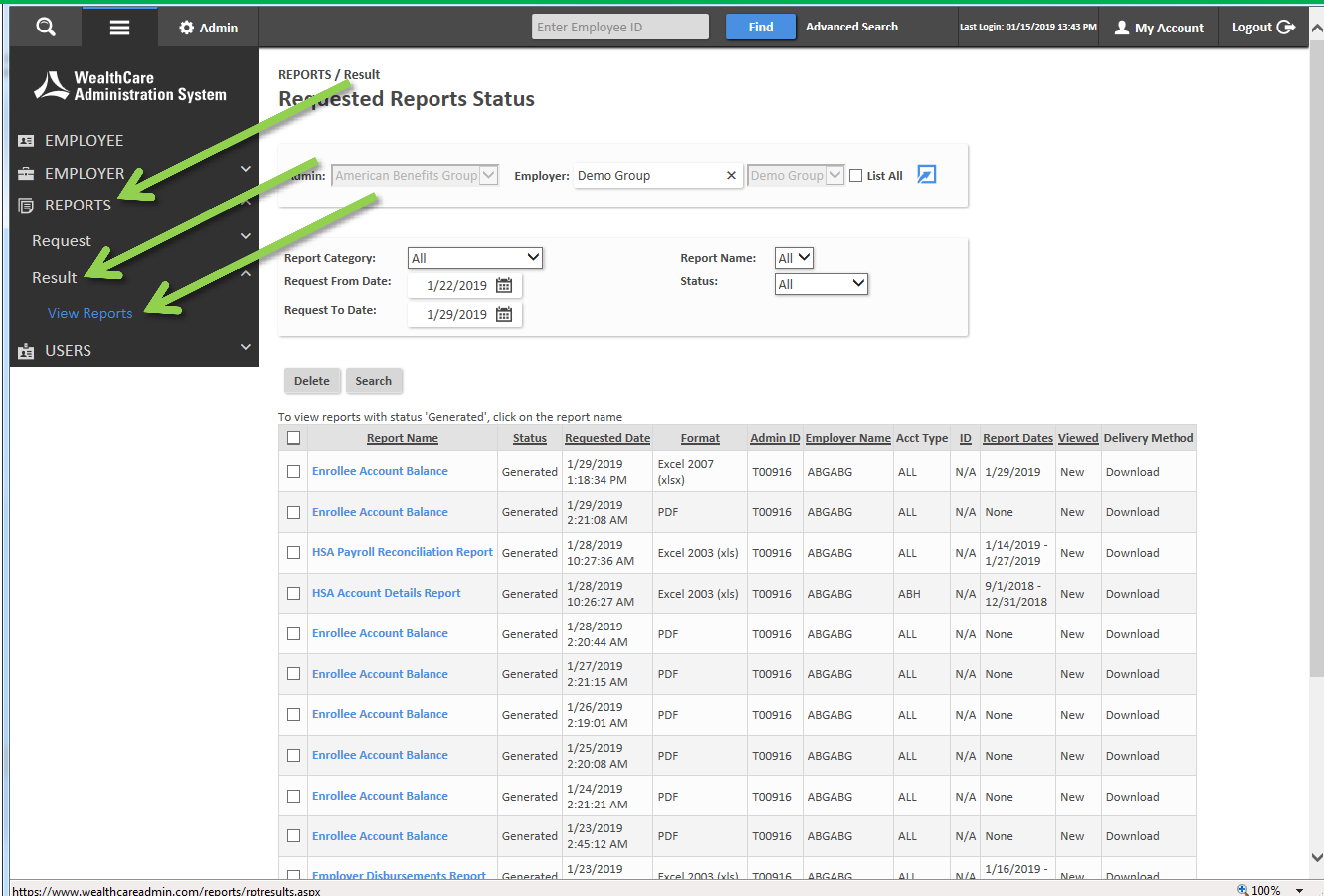
8. The system will display a “submitted successfully” message



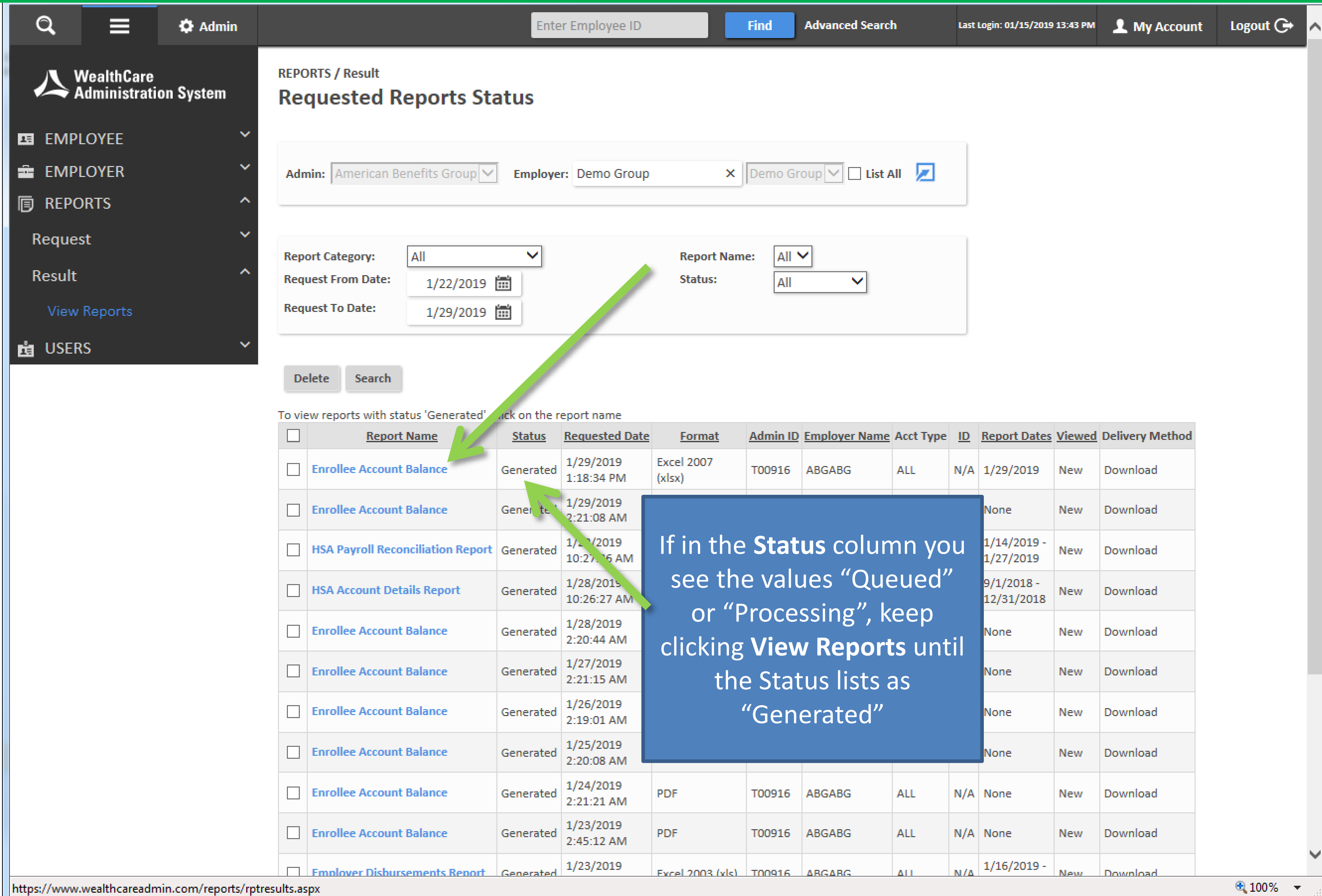
9. If the left navigation menu has “auto-hidden”, Click the Menu icon to reveal the navigation menu again



10. Click **Reports**, then **Result**, then click **View Reports**



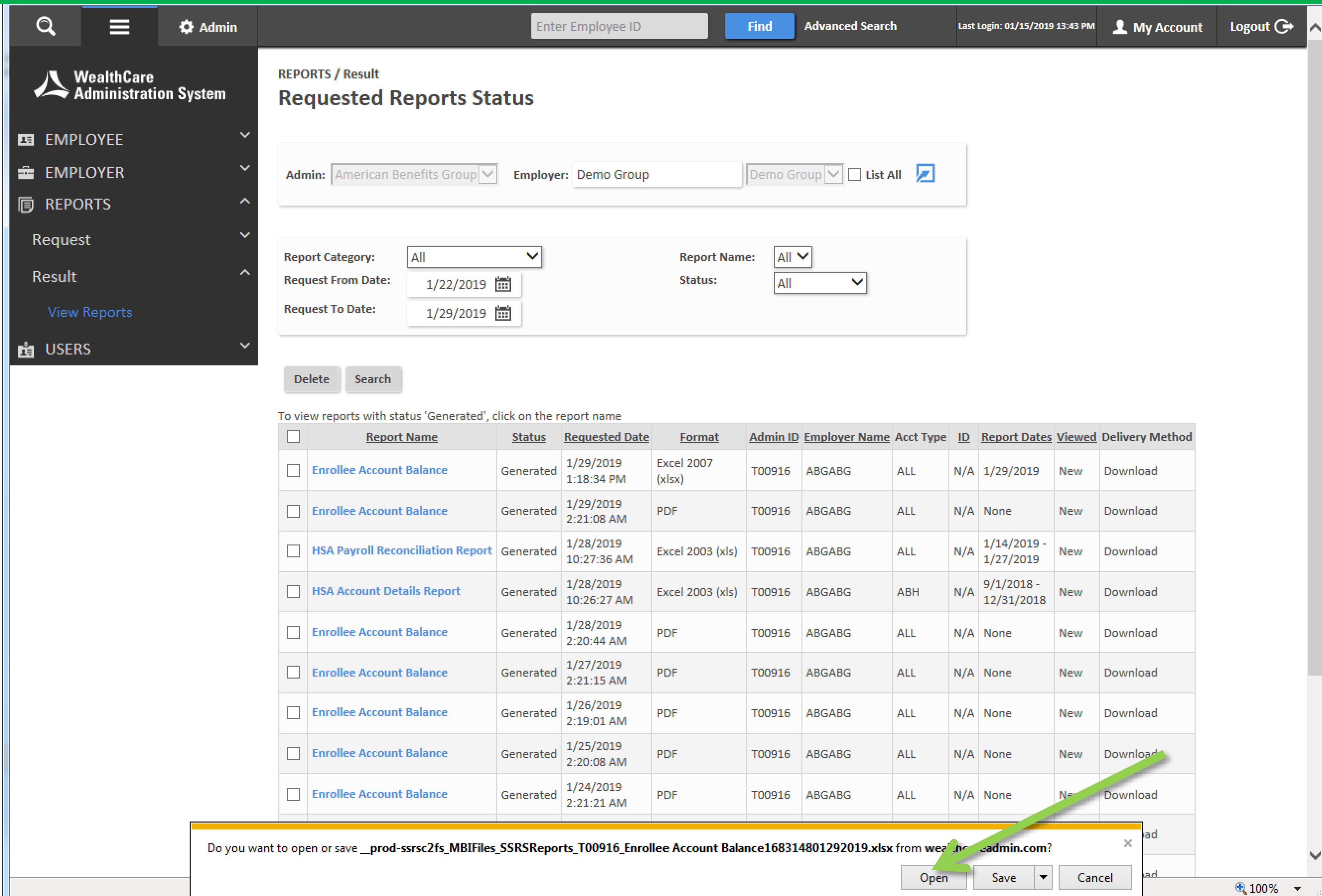
11. Click the name of the Report (in bold, blue font) to open it



If in the **Status** column you see the values "Queued" or "Processing", keep clicking **View Reports** until the Status lists as "Generated"

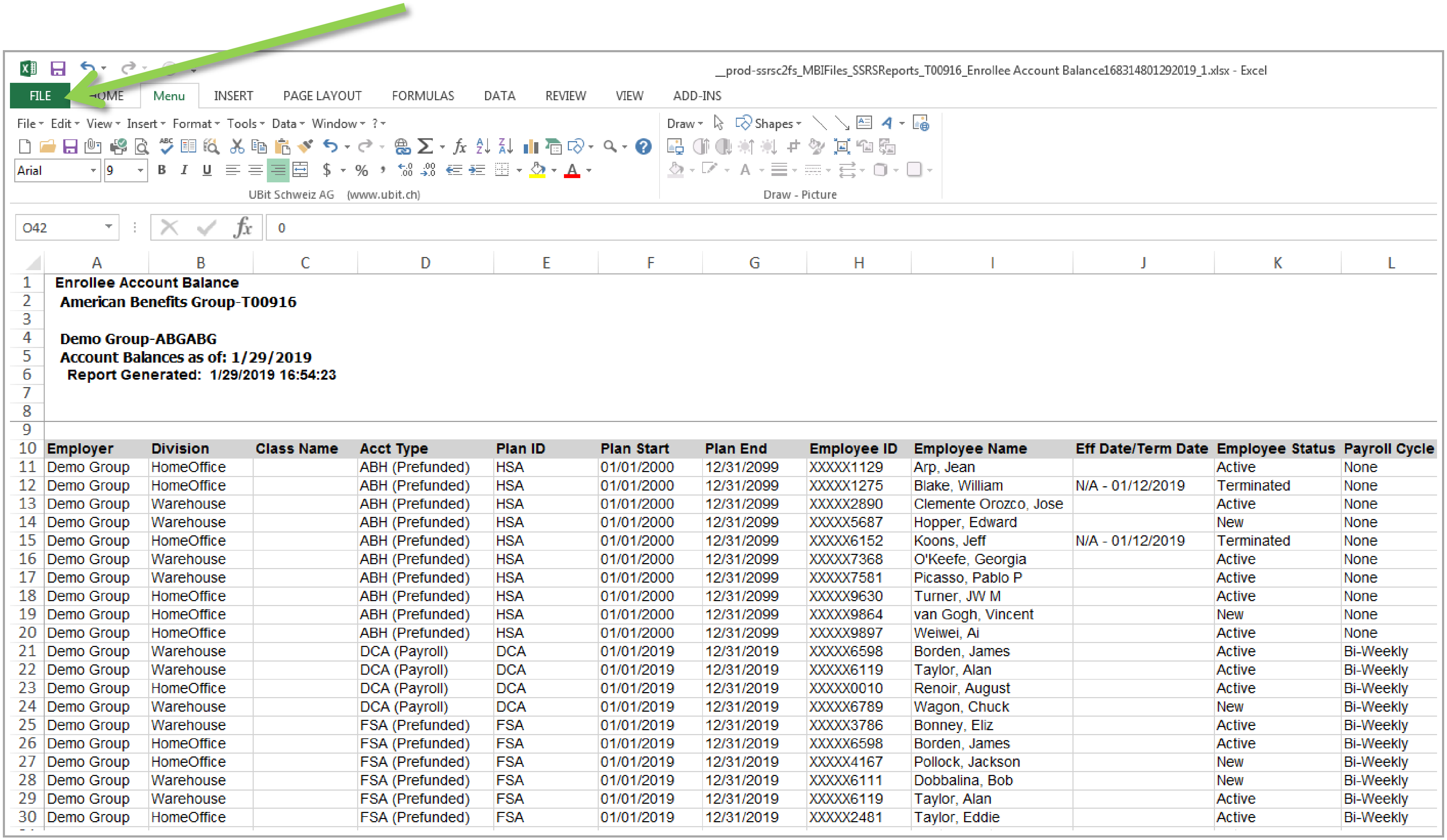
12. Open the file that you have downloaded

(how this appears will vary depending on which Internet browser you use)



Enrollee Account Balance

13. Save the file to your computer or local drive



Enrollee Account Balance
American Benefits Group-T00916

Demo Group-ABGABG
Account Balances as of: 1/29/2019
Report Generated: 1/29/2019 16:54:23

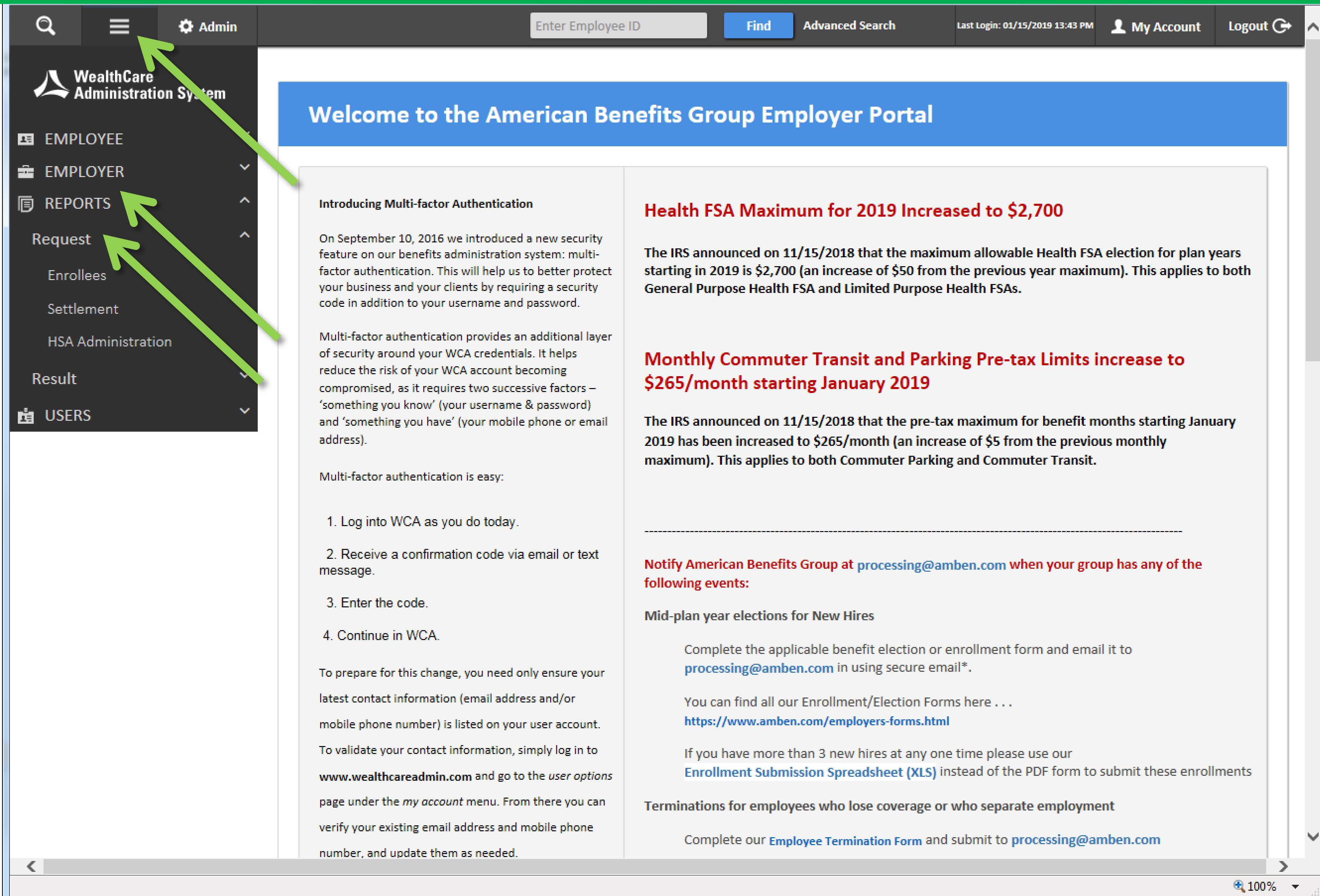
Employer	Division	Class Name	Acct Type	Plan ID	Plan Start	Plan End	Employee ID	Employee Name	Eff Date/Term Date	Employee Status	Payroll Cycle
Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX1129	Arp, Jean		Active	None
Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX1275	Blake, William	N/A - 01/12/2019	Terminated	None
Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX2890	Clemente Orozco, Jose		Active	None
Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX5687	Hopper, Edward		New	None
Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX6152	Koons, Jeff	N/A - 01/12/2019	Terminated	None
Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX7368	O'Keefe, Georgia		Active	None
Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX7581	Picasso, Pablo P		Active	None
Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX9630	Turner, JW M		Active	None
Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX9864	van Gogh, Vincent		New	None
Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX9897	Weiwei, Ai		Active	None
Demo Group	Warehouse		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX6598	Borden, James		Active	Bi-Weekly
Demo Group	Warehouse		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX6119	Taylor, Alan		Active	Bi-Weekly
Demo Group	HomeOffice		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX0010	Renoir, August		Active	Bi-Weekly
Demo Group	Warehouse		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX6789	Wagon, Chuck		New	Bi-Weekly
Demo Group	Warehouse		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX3786	Bonney, Eliz		Active	Bi-Weekly
Demo Group	HomeOffice		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX6598	Borden, James		Active	Bi-Weekly
Demo Group	HomeOffice		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX4167	Pollock, Jackson		New	Bi-Weekly
Demo Group	Warehouse		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX6111	Dobbalina, Bob		New	Bi-Weekly
Demo Group	Warehouse		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX6119	Taylor, Alan		Active	Bi-Weekly
Demo Group	HomeOffice		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX2481	Taylor, Eddie		Active	Bi-Weekly

Employer Disbursements Report

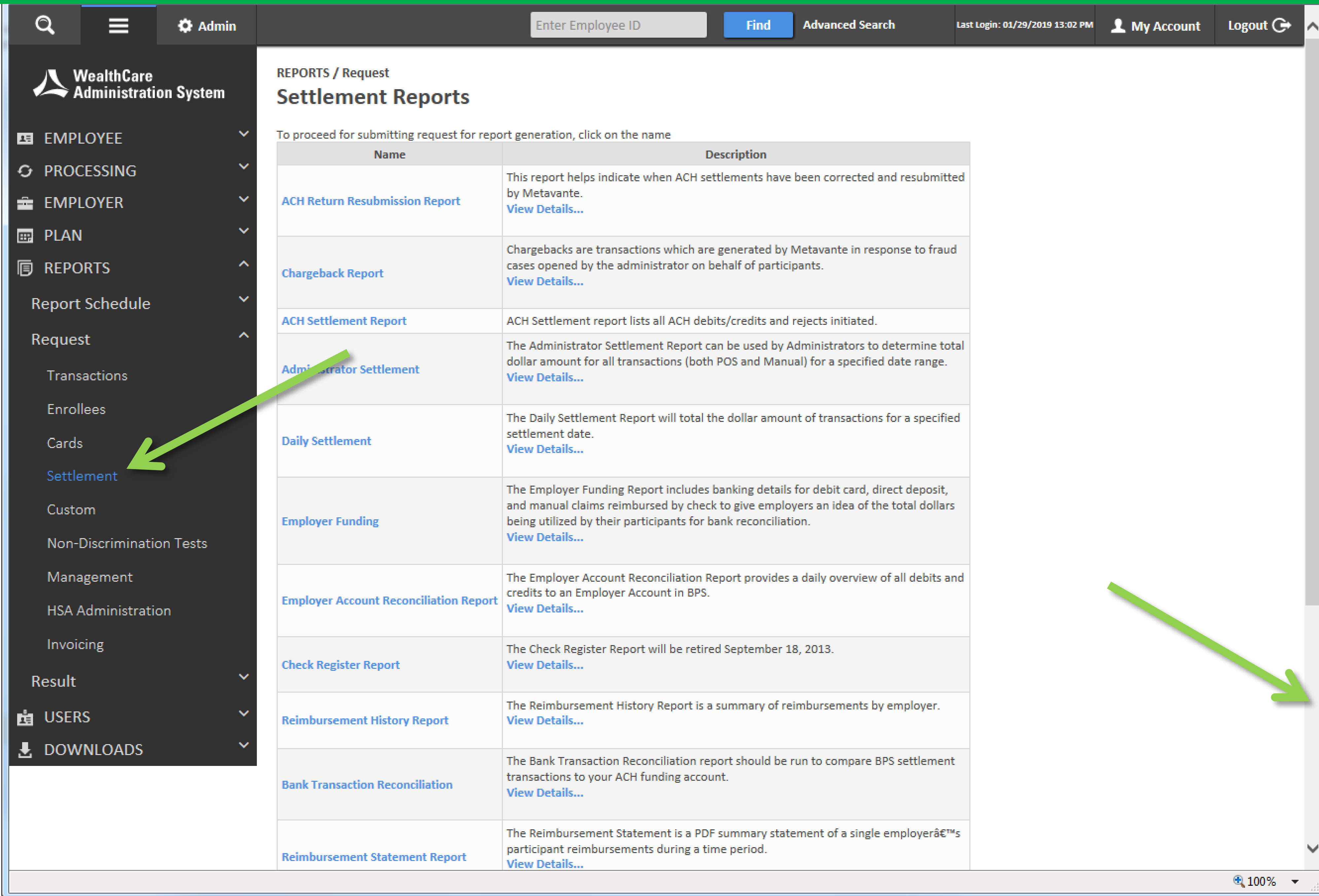
Running the **Employer Disbursements Report**
in the WealthCare Administration System
using Employer Plan Administrator access

WealthCare Administration System

1. Click the Menu icon to reveal the left navigation menu, then click **Reports**, then **Request**



2. Click **Settlement**, then scroll down to click the name of the report **Employer Disbursements Report**



2. Click **Settlement**, then scroll down to click the name of the report **Employer Disbursements Report**

- Transactions
- Enrollees
- Cards
- Settlement
- Custom
- Non-Discrimination Tests
- Management
- HSA Administration
- Invoicing
- Result
- USERS
- DOWNLOADS

Administrator Settlement	dollar amount for all transactions (both POS and Manual) for a specified date range. View Details...
Daily Settlement	The Daily Settlement Report will total the dollar amount of transactions for a specified settlement date. View Details...
Employer Funding	The Employer Funding Report includes banking details for debit card, direct deposit, and manual claims reimbursed by check to give employers an idea of the total dollars being utilized by their participants for bank reconciliation. View Details...
Employer Account Reconciliation Report	The Employer Account Reconciliation Report provides a daily overview of all debits and credits to an Employer Account in BPS. View Details...
Check Register Report	The Check Register Report will be retired September 18, 2013. View Details...
Reimbursement History Report	The Reimbursement History Report is a summary of reimbursements by employer. View Details...
Bank Transaction Reconciliation	The Bank Transaction Reconciliation report should be run to compare BPS settlement transactions to your ACH funding account. View Details...
Reimbursement Statement Report	The Reimbursement Statement is a PDF summary statement of a single employerâ€™s participant reimbursements during a time period. View Details...
Employer Disbursements Report	The Employer Disbursements Report provides transaction detail on debit card transactions, reimbursed manual claims, and refunds. View Details...
Claims Based Funding Report	Provides administrators and employers with a listing of transactions included in Claims Based Funding NACHA files.
Pending Reimbursement Report	The Pending Reimbursement Report is a PDF Summary report which will list claims that are pending reimbursement via check, direct deposit or card. View Details...

WealthCare Administration System Version: 7.11.7 [3]

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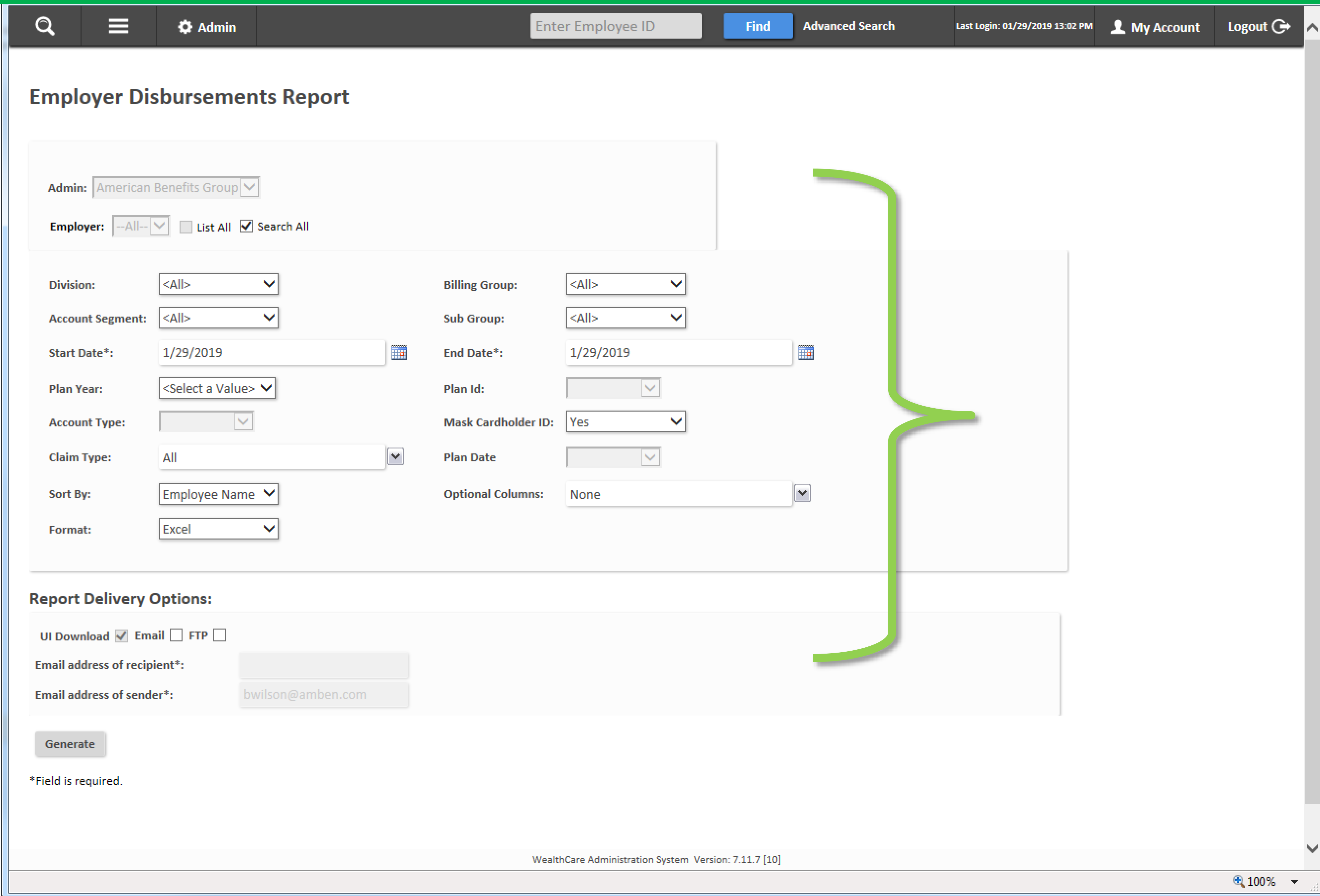
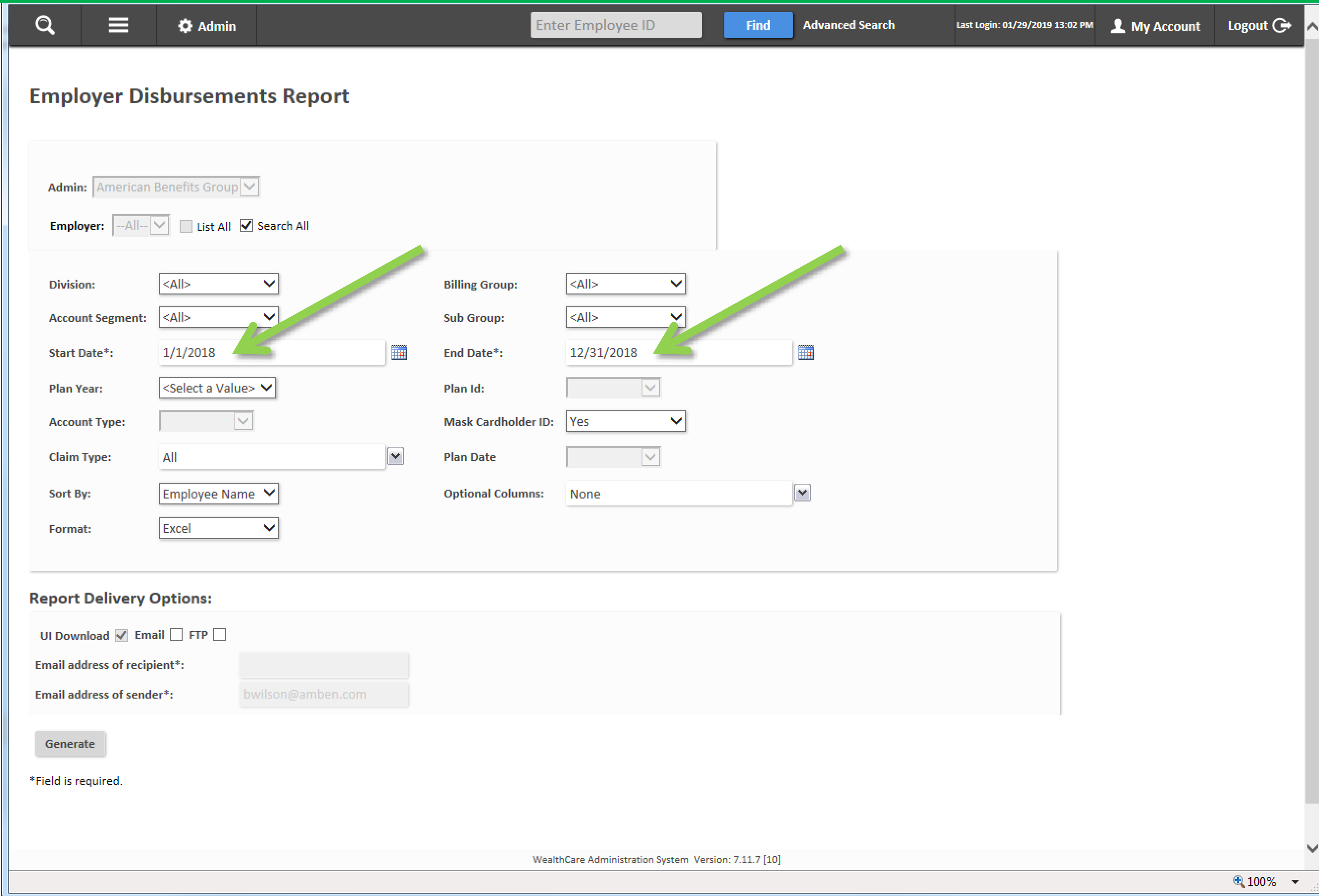
3. Enter your choice of parameters for the Employer Disbursements Report



Employer Disbursements Report

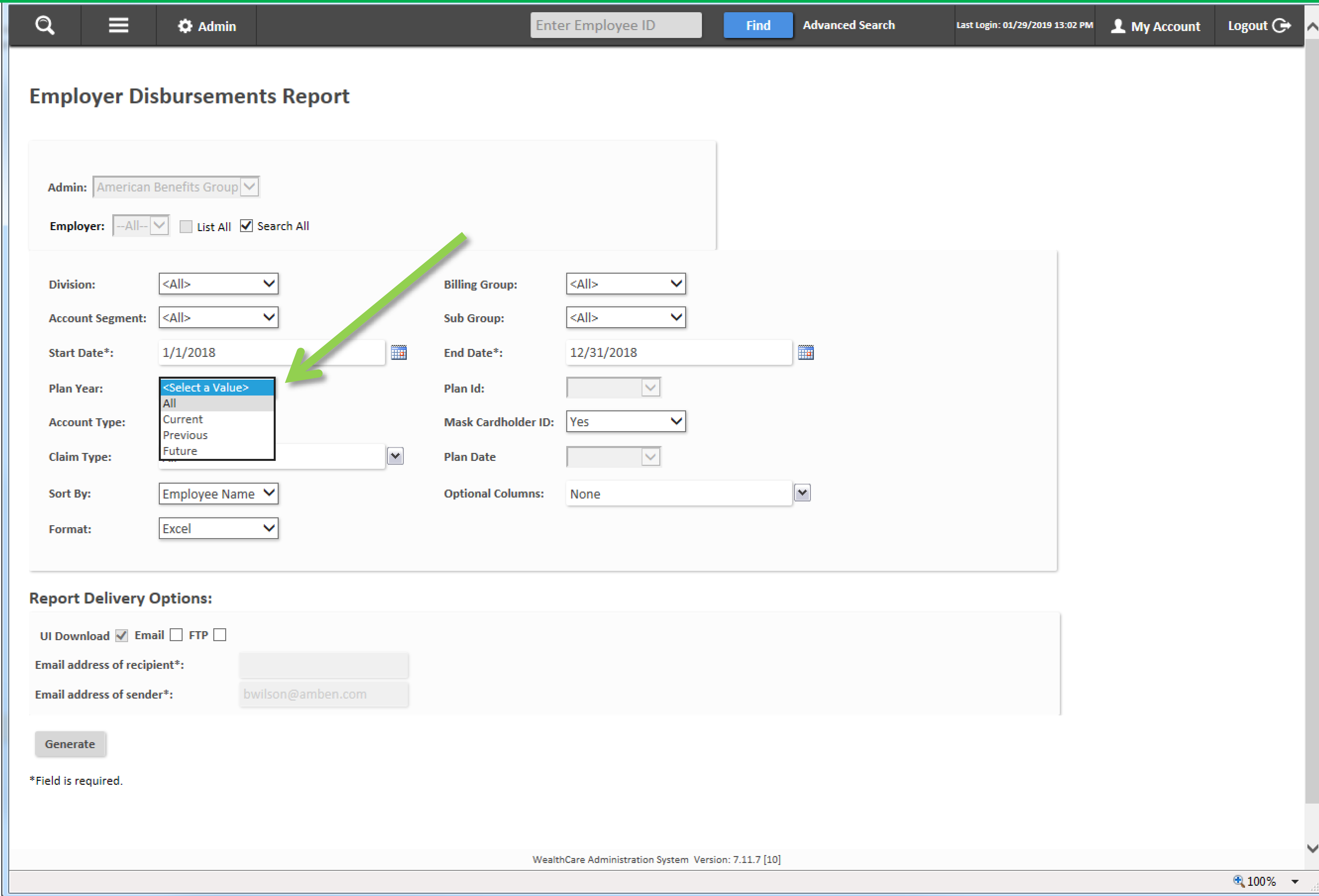
4. Choose a **Start Date** and **End Date** range for settlement dates for participant card transactions and manual claim reimbursements

(we recommend choosing a start date a few banking days prior to the date range you want to examine)

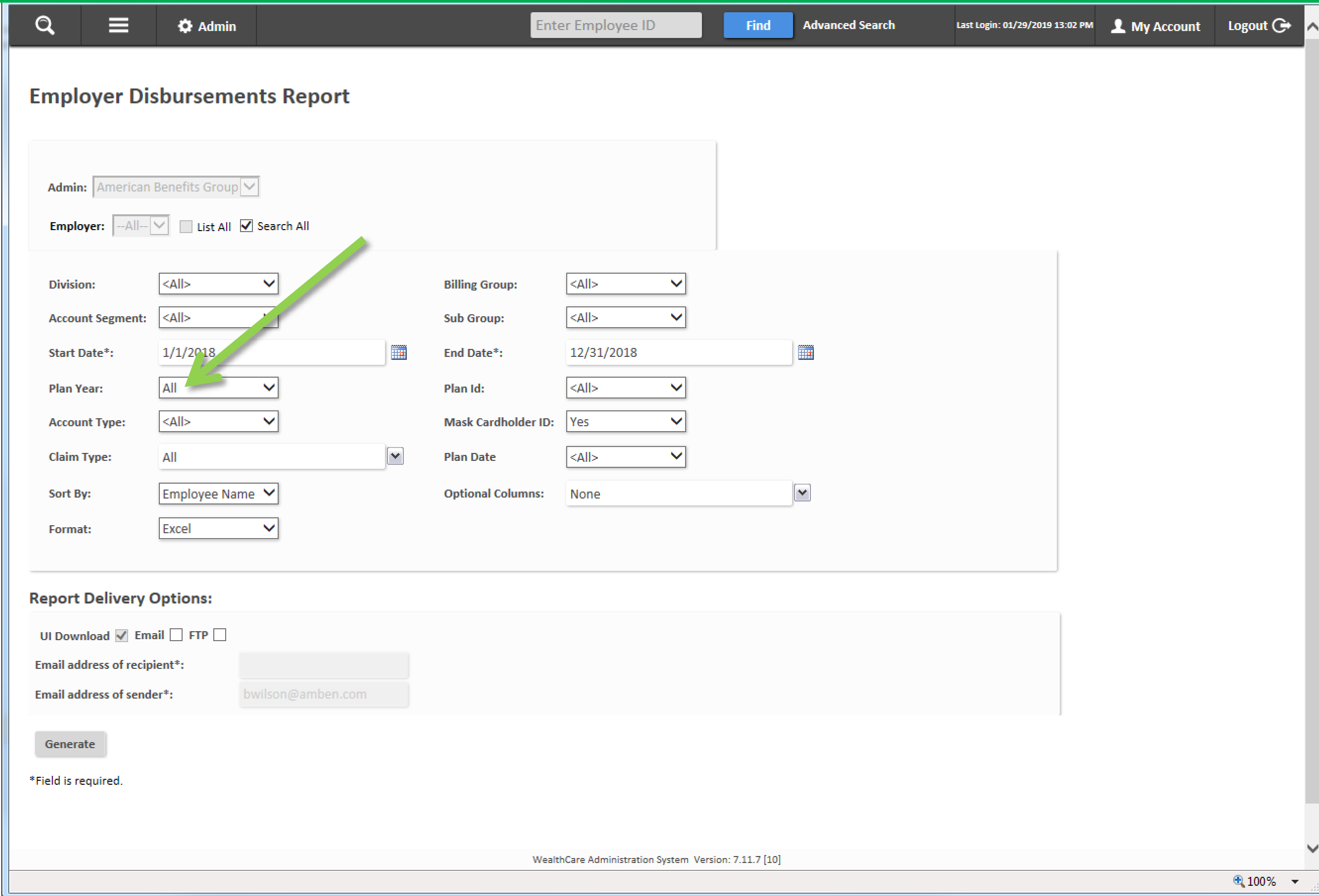


5. Select "Current", "Previous" or "All" under **Plan Year**

("All" is recommended, with the option to sort and filter on the final report)

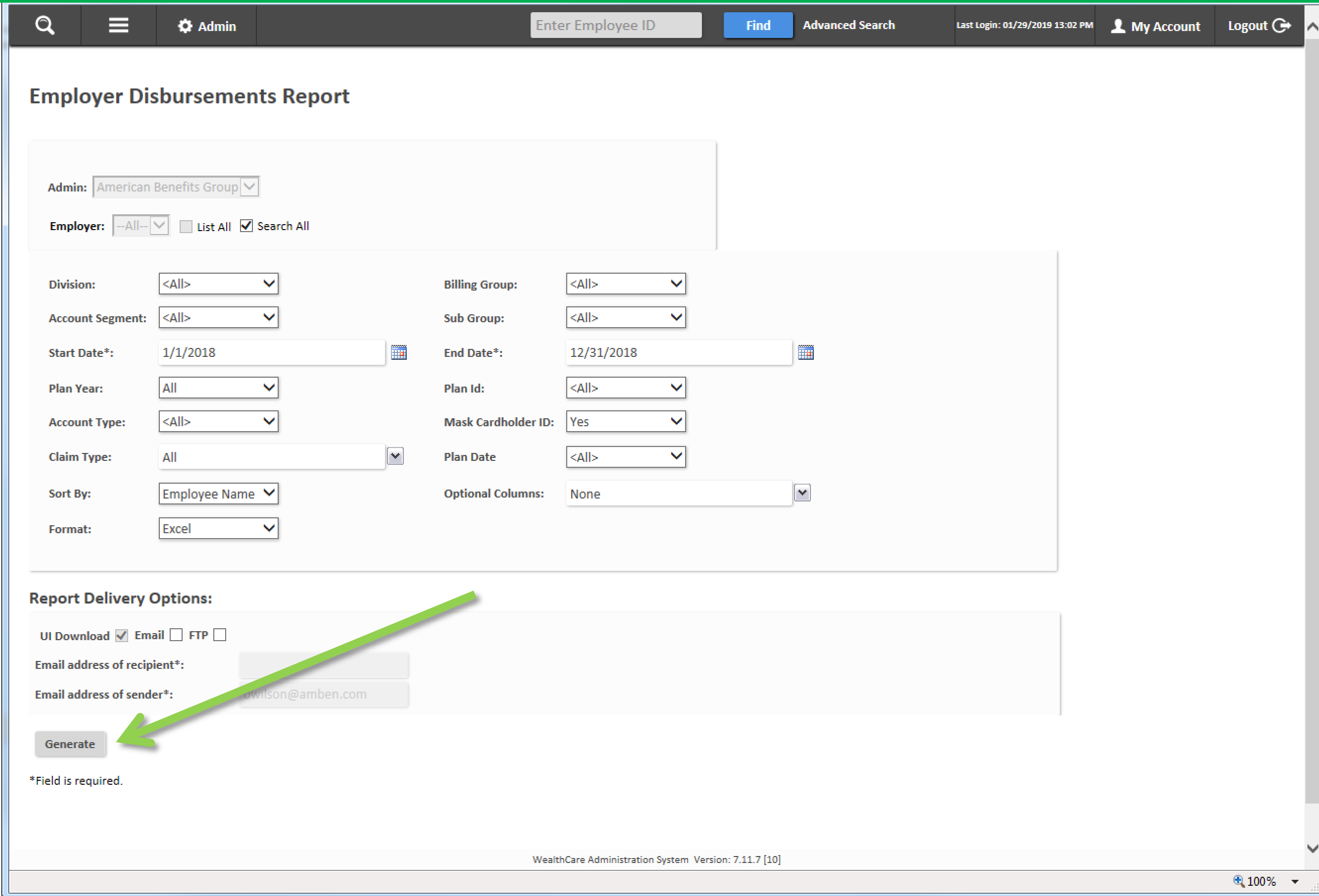


6. "All" should be selected under **Plan Year** (particularly if you will be using the Employer Disbursements Report to reconcile drafts against your employer bank account

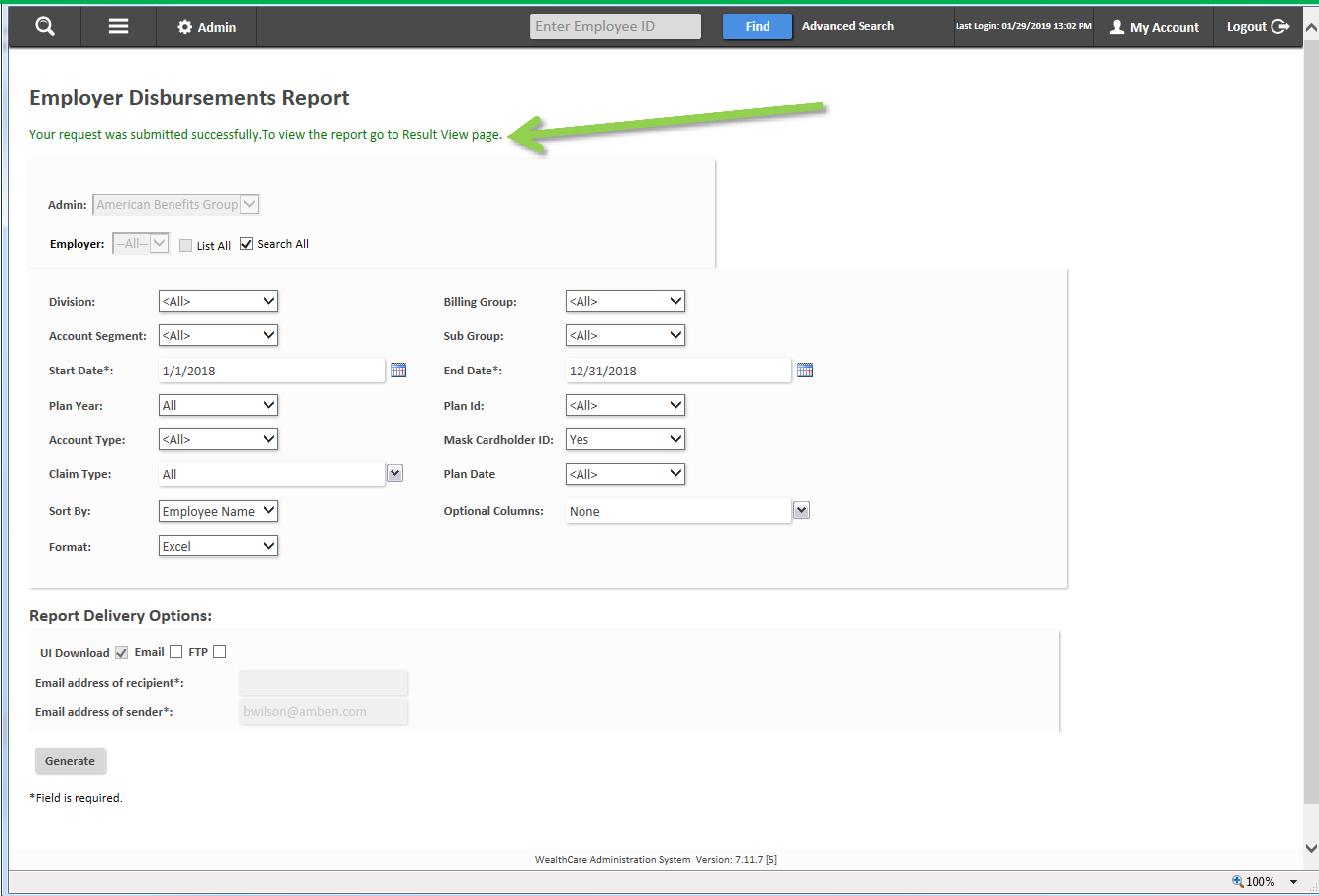


7. Click **Generate**

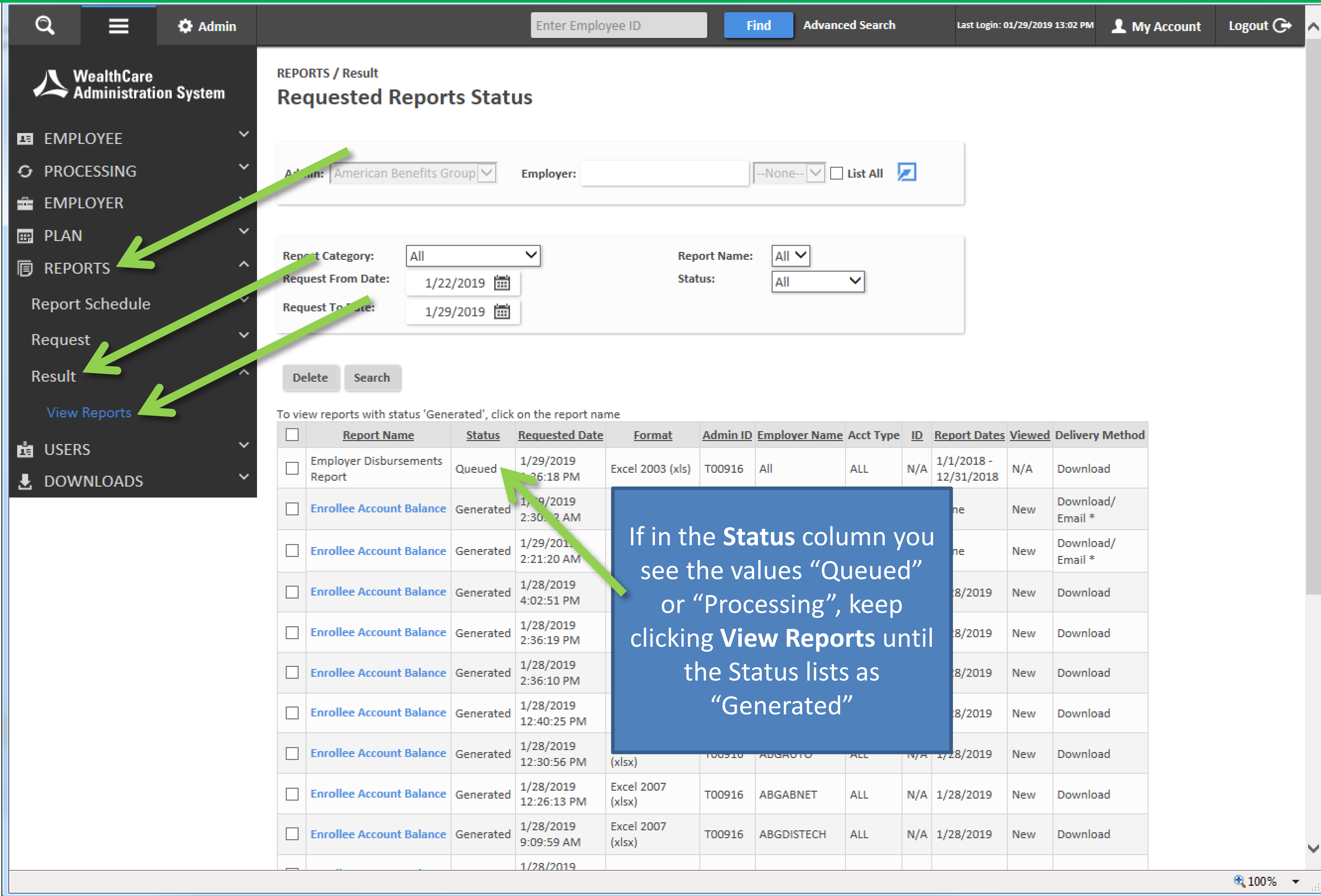
(Using the rest of the Report Delivery Options section is not recommended)



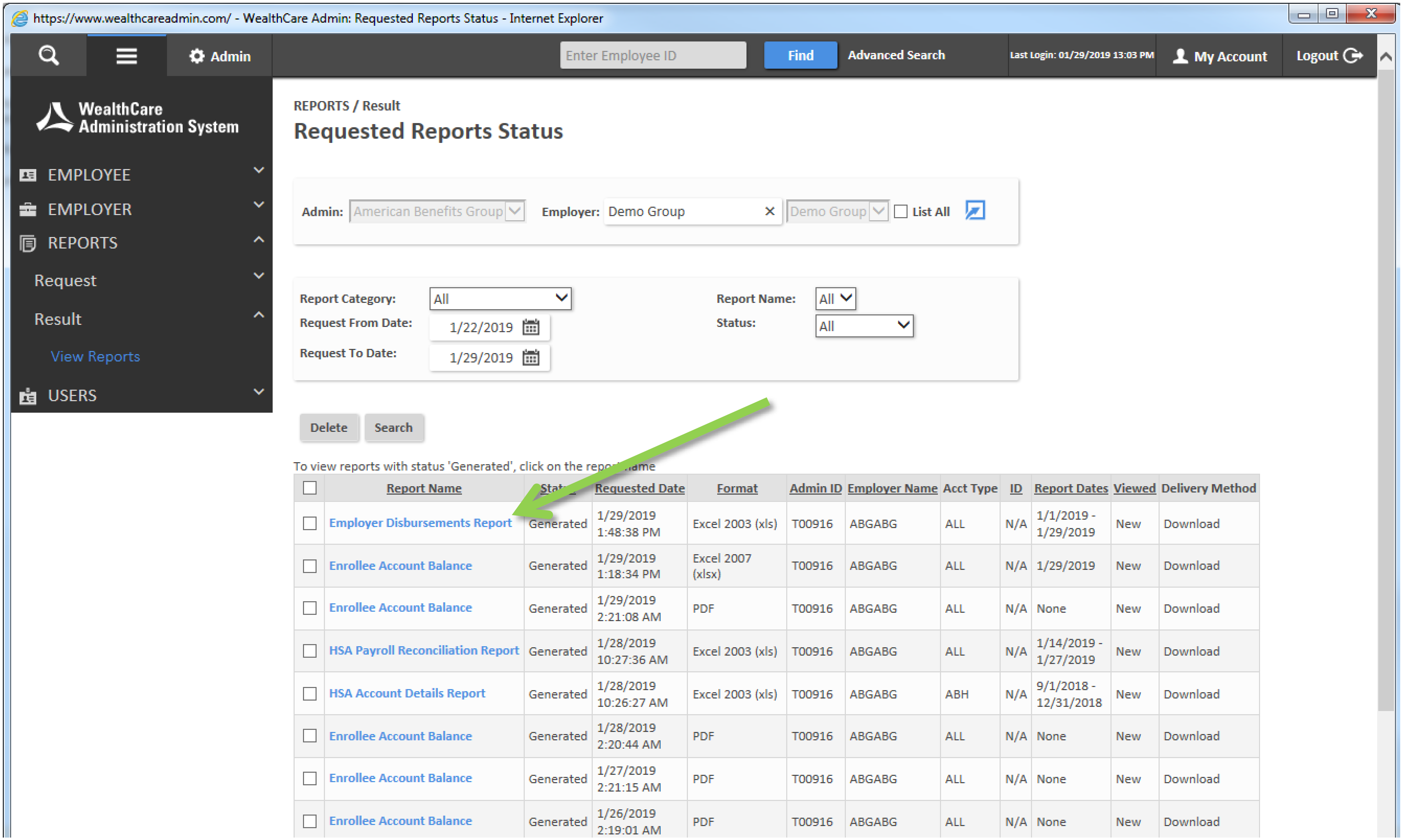
8. The system will display a “submitted successfully” message



9. Click **Reports**, then **Result**, then click **View Reports**



10. Click the name of the report to open it once it has generated (it will be a clickable hyperlink)



https://www.wealthcareadmin.com/ - WealthCare Admin: Requested Reports Status - Internet Explorer

Enter Employee ID | Find | Advanced Search | Last Login: 01/29/2019 13:03 PM | My Account | Logout

Admin

WealthCare Administration System

EMPLOYEE
EMPLOYER
REPORTS
Request
Result
View Reports
USERS

REPORTS / Result

Requested Reports Status

Admin: American Benefits Group   Employer: Demo Group   Demo Group   List All

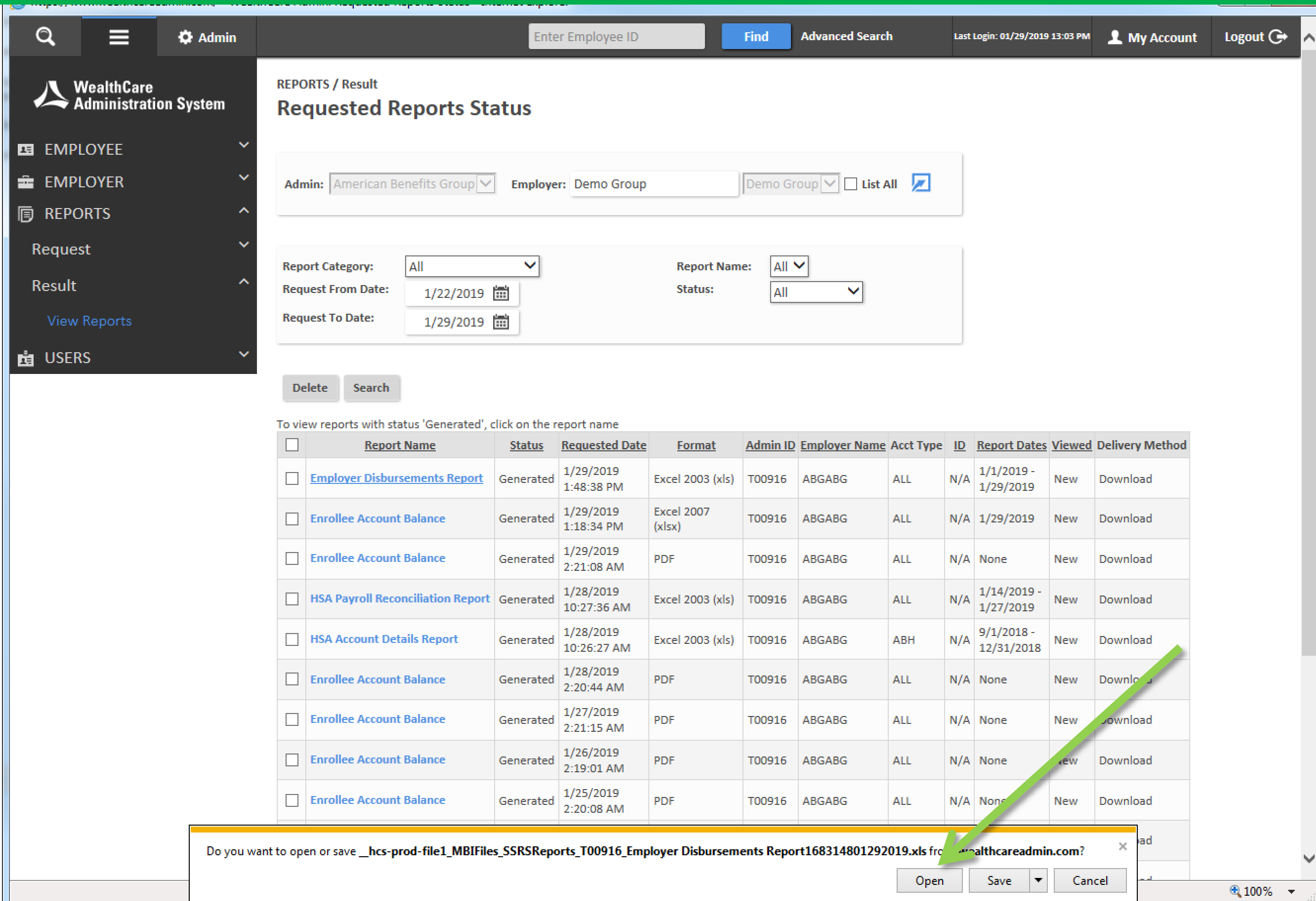
Report Category: All   Report Name: All
Request From Date: 1/22/2019   Status: All
Request To Date: 1/29/2019

Delete   Search

To view reports with status 'Generated', click on the report name

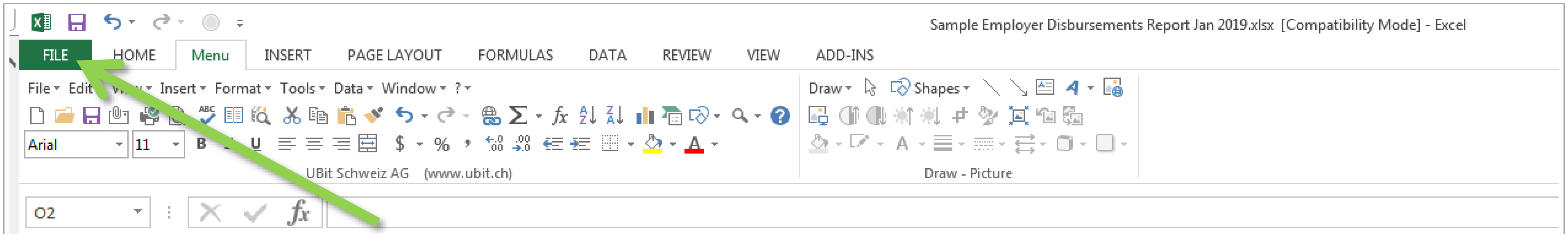
	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
☐	Employer Disbursements Report	Generated	1/29/2019 1:48:38 PM	Excel 2003 (xls)	T00916	ABGABG	ALL	N/A	1/1/2019 - 1/29/2019	New	Download
☐	Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
☐	Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
☐	HSA Payroll Reconciliation Report	Generated	1/28/2019 10:27:36 AM	Excel 2003 (xls)	T00916	ABGABG	ALL	N/A	1/14/2019 - 1/27/2019	New	Download
☐	HSA Account Details Report	Generated	1/28/2019 10:26:27 AM	Excel 2003 (xls)	T00916	ABGABG	ABH	N/A	9/1/2018 - 12/31/2018	New	Download
☐	Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
☐	Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
☐	Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download

11. Click **Open** from the dialogue bar that pops up (this may vary depending on the web browser that you are using)



Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
Employer Disbursements Report	Generated	1/29/2019 1:48:38 PM	Excel 2003 (xls)	T00916	ABGABG	ALL	N/A	1/1/2019 - 1/29/2019	New	Download
Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
HSA Payroll Reconciliation Report	Generated	1/28/2019 10:27:36 AM	Excel 2003 (xls)	T00916	ABGABG	ALL	N/A	1/14/2019 - 1/27/2019	New	Download
HSA Account Details Report	Generated	1/28/2019 10:26:27 AM	Excel 2003 (xls)	T00916	ABGABG	ABH	N/A	9/1/2018 - 12/31/2018	New	Download
Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
Enrollee Account Balance	Generated	1/25/2019 2:20:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download

14. Save the Employer Disbursements Report to your computer or company drive



Employer Disbursements Report
American Benefits Group
12/25/2018 - 01/30/2019

Report Generated: 1/30/2019 16:12:24

Employer	Division	Settlement Date	Employee Name	Employee Id	Service Date	Claim Type	Amount	Check Number	Account Type	Plan Id	Plan Start Date	Plan End Date
Your Organization Inc.	Home Office	01/05/2019	Arp, Jean	XXX-XX-6177	01/03/2019	Card	$12.00		PKG	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/17/2019	Arp, Jean	XXX-XX-6177	01/16/2019	Card	$40.00		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/18/2019	Arp, Jean	XXX-XX-6177	01/17/2019	Card	$12.00		PKG	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/29/2019	Arp, Jean	XXX-XX-6177	01/28/2019	Card	$40.00		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Distribution Hub	01/07/2019	Lisa, Mona	XXX-XX-4446	01/05/2019	Card	$0.83		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Distribution Hub	01/07/2019	Lisa, Mona	XXX-XX-4446	01/05/2019	Card	$120.17		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/04/2019	Rivera, Diego	XXX-XX-8588	01/03/2019	Card	$4.00		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/04/2019	Rivera, Diego	XXX-XX-8588	01/03/2019	Card	$117.00		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	12/29/2018	Moses, Grandma	XXX-XX-1873	12/28/2018	Card	$225.00		FSA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Distribution Hub	01/04/2019	Cezanne, Paul	XXX-XX-4592	01/03/2019	Card	$25.00		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Distribution Hub	01/24/2019	Cezanne, Paul	XXX-XX-4592	01/23/2019	Card	$19.83		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Distribution Hub	01/28/2019	Cezanne, Paul	XXX-XX-4592	01/25/2019	Card	$17.49		TRN	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Support Services	01/07/2019	Gentileschi, Artemisia	XXX-XX-5819	01/04/2019	Card	$1.46		PKG	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/03/2019	Weiwei, Ai	XXX-XX-9923	01/02/2019	Card	$121.00		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	12/26/2018	Lin, Maya	XXX-XX-8148	01/01/2018	Direct Deposit	$208.34	455318	DCA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/08/2019	Lin, Maya	XXX-XX-8148	01/01/2018	Direct Deposit	$208.32	455319	DCA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/15/2019	Lin, Maya	XXX-XX-8148	09/19/2018	Direct Deposit	$25.00	455320	FSA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/15/2019	Lin, Maya	XXX-XX-8148	03/15/2018	Direct Deposit	$815.00	455321	FSA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/15/2019	Lin, Maya	XXX-XX-8148	11/01/2018	Direct Deposit	$1,150.00	455322	FSA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/22/2019	Lin, Maya	XXX-XX-8148	01/29/2018	Direct Deposit	$660.00	455323	FSA	YOI	01/01/2018	12/31/2018
Your Organization Inc.	Home Office	01/05/2019	Newton, Helmut	XXX-XX-6120	01/05/2019	Card	$32.06		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/05/2019	Newton, Helmut	XXX-XX-6120	01/05/2019	Card	$25.12		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/07/2019	Newton, Helmut	XXX-XX-6120	01/05/2019	Card	$20.30		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/07/2019	Newton, Helmut	XXX-XX-6120	01/06/2019	Card	$26.78		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/09/2019	Newton, Helmut	XXX-XX-6120	01/09/2019	Card	$8.49		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/11/2019	Newton, Helmut	XXX-XX-6120	01/10/2019	Card	$26.29		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/11/2019	Newton, Helmut	XXX-XX-6120	01/09/2019	Card	$20.98		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/15/2019	Newton, Helmut	XXX-XX-6120	01/14/2019	Card	$13.87		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/16/2019	Newton, Helmut	XXX-XX-6120	01/16/2019	Card	$11.87		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/16/2019	Newton, Helmut	XXX-XX-6120	01/15/2019	Card	$22.48		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/17/2019	Newton, Helmut	XXX-XX-6120	01/16/2019	Card	$6.14		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/17/2019	Newton, Helmut	XXX-XX-6120	01/16/2019	Card	$14.89		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/18/2019	Newton, Helmut	XXX-XX-6120	01/18/2019	Card	$12.83		TRN	YOI	01/01/2019	12/31/2019
Your Organization Inc.	Home Office	01/30/2019	Newton, Helmut	XXX-XX-6120	01/29/2019	Card	$13.61		TRN	YOI	01/01/2019	12/31/2019