

Guide to Running Reports in the WealthCare Administration System



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.

Enrollee Account Balance



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**

The screenshot shows the WealthCare Administration System Employer Portal. The top navigation bar includes a search icon, a menu icon, an 'Admin' link, an 'Enter Employee ID' field, a 'Find' button, an 'Advanced Search' link, a 'Last Login: 01/15/2019 13:43 PM' indicator, a 'My Account' link, and a 'Logout' button. The left navigation menu is expanded, showing 'EMPLOYEE', 'EMPLOYER', 'REPORTS', 'Request', 'Enrollees', 'Settlement', 'HSA Administration', 'Result', and 'USERS'. Green arrows point to the menu icon, 'REPORTS', and 'Request'.

Welcome to the American Benefits Group Employer Portal

Introducing Multi-factor Authentication

On September 10, 2016 we introduced a new security feature on our benefits administration system: multi-factor authentication. This will help us to better protect your business and your clients by requiring a security code in addition to your username and password.

Multi-factor authentication provides an additional layer of security around your WCA credentials. It helps reduce the risk of your WCA account becoming compromised, as it requires two successive factors – ‘something you know’ (your username & password) and ‘something you have’ (your mobile phone or email address).

Multi-factor authentication is easy:

1. Log into WCA as you do today.
2. Receive a confirmation code via email or text message.
3. Enter the code.
4. Continue in WCA.

To prepare for this change, you need only ensure your latest contact information (email address and/or mobile phone number) is listed on your user account. To validate your contact information, simply log in to www.wealthcareadmin.com and go to the *user options* page under the *my account* menu. From there you can verify your existing email address and mobile phone number, and update them as needed.

Health FSA Maximum for 2019 Increased to \$2,700

The IRS announced on 11/15/2018 that the maximum allowable Health FSA election for plan years starting in 2019 is \$2,700 (an increase of \$50 from the previous year maximum). This applies to both General Purpose Health FSA and Limited Purpose Health FSAs.

Monthly Commuter Transit and Parking Pre-tax Limits increase to \$265/month starting January 2019

The IRS announced on 11/15/2018 that the pre-tax maximum for benefit months starting January 2019 has been increased to \$265/month (an increase of \$5 from the previous monthly maximum). This applies to both Commuter Parking and Commuter Transit.

Notify American Benefits Group at processing@amben.com when your group has any of the following events:

Mid-plan year elections for New Hires

Complete the applicable benefit election or enrollment form and email it to processing@amben.com in using secure email*.

You can find all our Enrollment/Election Forms here . . . <https://www.amben.com/employers-forms.html>

If you have more than 3 new hires at any one time please use our [Enrollment Submission Spreadsheet \(XLS\)](#) instead of the PDF form to submit these enrollments

Terminations for employees who lose coverage or who separate employment

Complete our [Employee Termination Form](#) and submit to processing@amben.com

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

WEALTH CARE ADMINISTRATION SYSTEM

EMPLOYEE EMPLOYER REPORTS Request Enrollees Settlement HSA Administration Result USERS

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

REPORTS / Request

Enrollee Reports

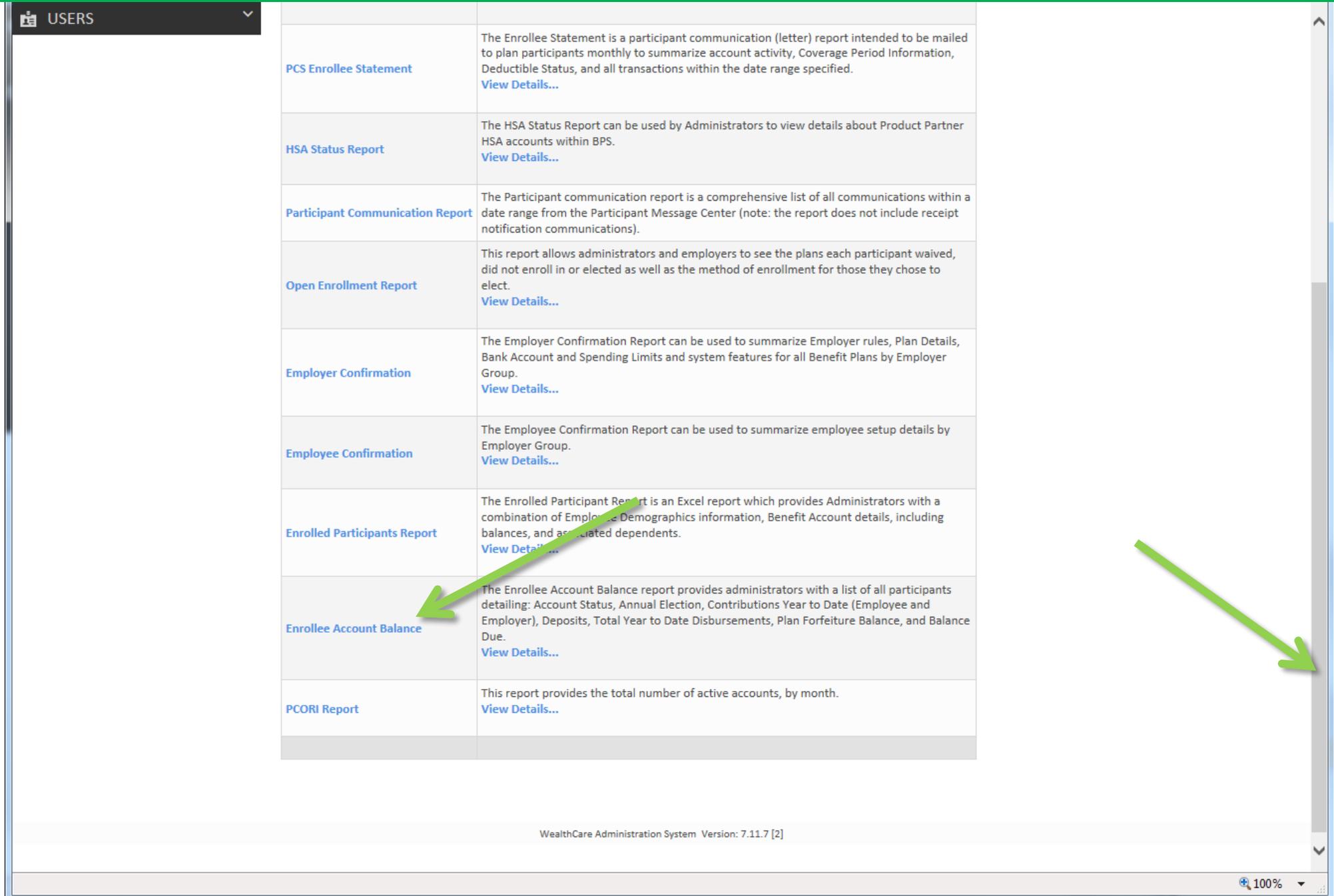
To proceed for submitting request for report generation, click on the name

Name	Description
Year End Letter	The Year End Letter is a participant communication intended to be mailed to enrollees when the plan year is coming to an end. View Details...
Negative Disbursable Balance	The Negative Disbursable Balance report helps administrators identify when participants have a negative disbursable balance on any of their benefit accounts. View Details...
Enrollee Summary	The Enrollee Summary report provides a list of approved employee transaction amounts. View Details...
Enrollee List	List of all employees and dependents for one or all employers. View Details...
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...

100%

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...

WealtCare Administration System Version: 7.11.7 [2]

100%

Enrollee Account Balance

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

Admin: Last Login: 01/15/2019 13:43 PM

Enrollee Account Balance Report

Employer: List All

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

Report Delivery Options:

UI Download Email FTP

Email address of recipient*:

Email address of sender*:

*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

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
Previous
Future

Account Type: <All> Plan Date: Employee Status: New, Active, Terminated

As of Date: 1/29/2019 Exclude HSA Account Balances: Yes

Mask Cardholder ID: Yes Sort By: LastName

Exclude annual election: No Optional Columns: None

Format: Excel 2007 (xlsx)

Report Delivery Options:

UI Download Email FTP

Email address of recipient*:

Email address of sender*: bwilson@amben.com

Generate

*Field is required.

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

WealthCare Administration System Version: 7.11.7 [4]

100%

5. De-select "Templnactive" and "Permlnactive" (but leave "New", "Active" and "Terminated" checked) under Employee Status

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

Mask Cardholder ID: Yes

Exclude annual election: No

Format: PDF

Employee Status: New, Active, Templnactive, Permlnacti

- (Select All)
- New
- Active
- Templnactive
- Permlnactive
- Terminated

Exclude HSA Account Balances:

Sort By:

Optional Columns:

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%

6. Choose a file Format

(Excel is recommended for this report)

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, Terminated

Mask Cardholder ID: Yes Exclude HSA Account Balances: Yes

Exclude annual election: No Sort By: LastName

Format: PDF
Excel 2003 (xls)
Excel 2007 (xlsx)
CSV

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%

7. Click Generate

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

Search [] 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 [v]

Employer: Demo Group [v] Demo Group [v] List All

Division: <All> [v] Class: <All> [v]

Billing Group: <All> [v] Account Segment: <All> [v]

Sub Group: <All> [v] Plan Year: Current [v]

Account Type: <All> [v] Plan Date: <All> [v]

As of Date: 1/29/2019 [] Employee Status: New, Active, Terminated [v]

Mask Cardholder ID: Yes [v] Exclude HSA Account Balances: Yes [v]

Exclude annual election: No [v] Sort By: LastName [v]

Format: Excel 2007 (xlsx) [v] Optional Columns: None [v]

Report Delivery Options:

UI Download Email FTP

Email address of recipient*: []

Email address of sender*: hr@amben.com []

Generate []

*Field is required.

WealthCare Administration System Version: 7.11.7 [4]

<https://www.wealthcareadmin.com/reports/ssrsrequest.aspx?P=rM6%2bLzH3rhQCLvYmV2wpD0fyiJWRiXkHwW4fTAiyqktrUNs%2f3EgODsEoNjnpcYcgNSz9pB9KKJ06cYSEMZx2jFcNOt8Gs%2fv295Jx0EhZG9XB6B9g5ax2R%2fGI2Bd4XI> 100%

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

Search  Admin Advanced Search Last Login: 01/15/2019 13:43 PM [My Account](#) [Logout](#)

Enrollee Account Balance Report

Your request was submitted successfully.To view the report go to Result View page.

Admin:

Employer: List All

Division:	<input type="text" value="<All>"/>	Class:	<input type="text" value="<All>"/>
Billing Group:	<input type="text" value="<All>"/>	Account Segment:	<input type="text" value="<All>"/>
Sub Group:	<input type="text" value="<All>"/>	Plan Year:	<input type="text" value="Current"/>
Account Type:	<input type="text" value="<All>"/>	Plan Date:	<input type="text" value="<All>"/>
As of Date:	<input type="text" value="1/29/2019"/> 	Employee Status:	<input type="text" value="New, Active, Terminated"/>
Mask Cardholder ID:	<input type="text" value="Yes"/>	Exclude HSA Account Balances:	<input type="text" value="Yes"/>
Exclude annual election:	<input type="text" value="No"/>	Sort By:	<input type="text" value="LastName"/>
Format:	<input type="text" value="Excel 2007 (xlsx)"/>	Optional Columns:	<input type="text" value="None"/>

Report Delivery Options:

UI Download Email FTP

Email address of recipient*:

Email address of sender*:

*Field is required.

WealthCare Administration System Version: 7.11.7 [4]

100%

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

The screenshot displays the WealthCare Administration System interface. At the top, there is a search bar with the text "Enter Employee ID" and a "Find" button. To the right of the search bar are links for "Advanced Search", "Last Login: 01/15/2019 13:43 PM", "My Account", and "Logout".

The left navigation menu is partially hidden, with a green arrow pointing to the menu icon (three horizontal lines) in the top left corner. The menu items are: EMPLOYEE, EMPLOYER, REPORTS, and USERS.

The main content area is titled "Enrollee Account Balance Report". Below the title, there is a message: "Your request was submitted successfully. To view the report go to Result View page."

The report configuration section includes the following fields:

- Admin: American Benefits Group (dropdown)
- Employer: Demo Group (text input), Demo Group (dropdown), and List All (checkbox)
- Division: <All> (dropdown)
- Class: <All> (dropdown)
- Billing Group: <All> (dropdown)
- Account Segment: <All> (dropdown)
- Sub Group: <All> (dropdown)
- Plan Year: Current (dropdown)
- Account Type: <All> (dropdown)
- Plan Date: <All> (dropdown)
- As of Date: 1/29/2019 (text input with calendar icon)
- Employee Status: New, Active, Terminated (dropdown)
- Mask Cardholder ID: Yes (dropdown)
- Exclude HSA Account Balances: Yes (dropdown)
- Exclude annual election: No (dropdown)
- Sort By: LastName (dropdown)
- Format: Excel 2007 (xlsx) (dropdown)
- Optional Columns: None (dropdown)

The "Report Delivery Options" section includes:

- UI Download Email FTP
- Email address of recipient*: (text input)
- Email address of sender*: bwilson@amben.com (text input)
- Generate (button)

A note at the bottom of the section states: "*Field is required."

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

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

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

<input type="checkbox"/>	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/25/2019 2:20:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/24/2019 2:21:21 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/23/2019 2:45:12 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Employer Disbursements Report	Generated	1/23/2019	Excel 2003 (xls)	T00916	ABGABG	ALL	N/A	1/16/2019 -	New	Download

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

WEALTHCARE Administration System

EMPLOYEE
EMPLOYER
REPORTS
Request
Result
View Reports
USERS

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

<input type="checkbox"/>	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM						None	New	Download
<input type="checkbox"/>	HSA Payroll Reconciliation Report	Generated	1/27/2019 10:27:06 AM						1/14/2019 - 1/27/2019	New	Download
<input type="checkbox"/>	HSA Account Details Report	Generated	1/28/2019 10:26:27 AM						9/1/2018 - 12/31/2018	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM						None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM						None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM						None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/25/2019 2:20:08 AM						None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/24/2019 2:21:21 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/23/2019 2:45:12 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Employer Disbursements Report	Generated	1/23/2019	Excel 2003 (xls)	T00916	ABGABG	ALL	N/A	1/16/2019 -	New	Download

https://www.wealthcareadmin.com/reports/rptresults.aspx

Enrollee Account Balance

12. Open the file that you have downloaded

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

WealthCare Administration System

EMPLOYEE
EMPLOYER
REPORTS
Request
Result
View Reports
USERS

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

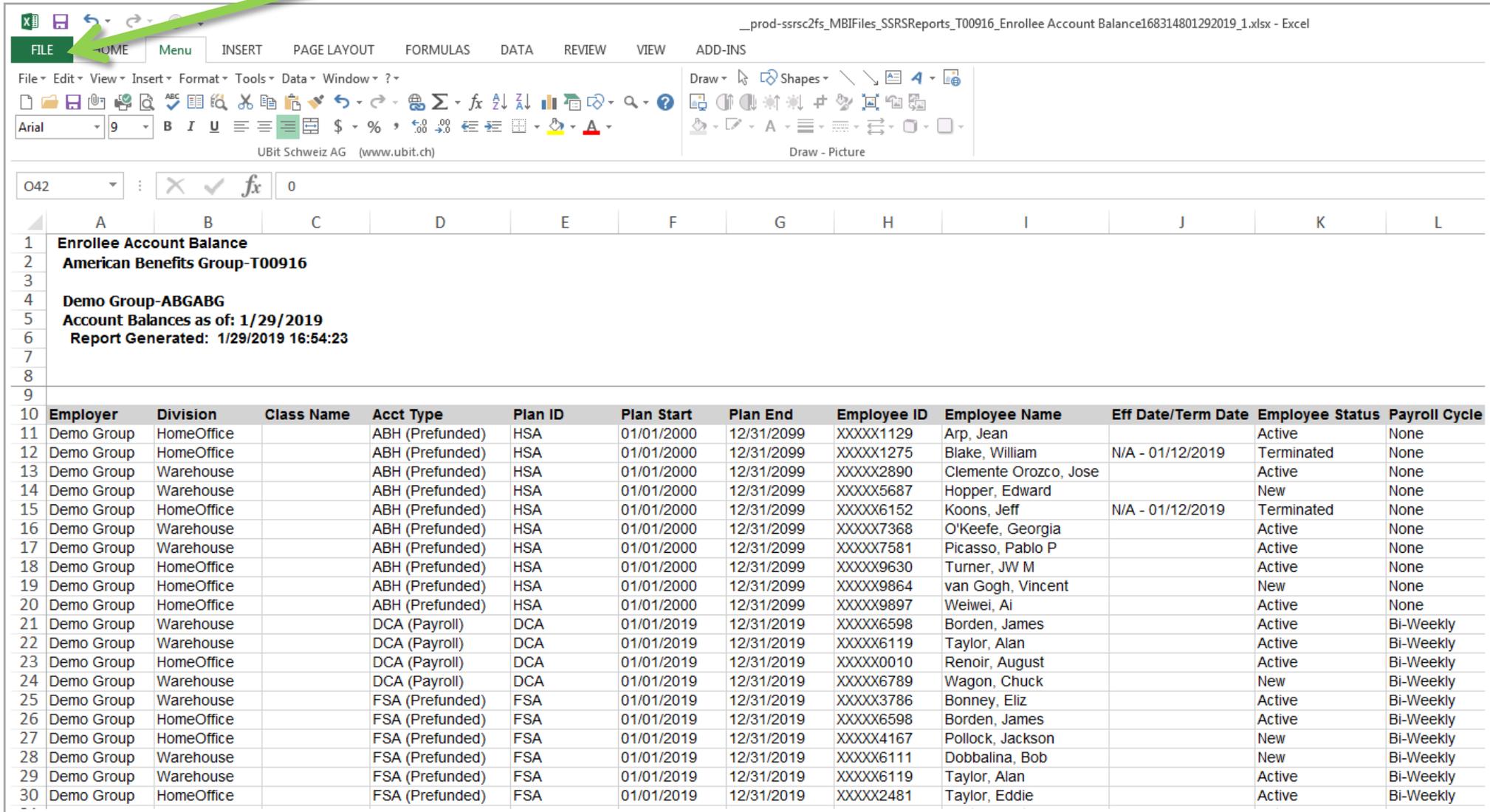
<input type="checkbox"/>	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/25/2019 2:20:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/24/2019 2:21:21 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download

Do you want to open or save __prod-ssrsc2fs_MBIFiles_SSRReports_T00916_Enrollee Account Balance168314801292019.xlsx from wealthcare.admin.com?

Open Save Cancel

Enrollee Account Balance

13. Save the file to your computer or local drive



The screenshot shows the Microsoft Excel interface with the 'FILE' tab highlighted. The spreadsheet content is as follows:

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Enrollee Account Balance											
2	American Benefits Group-T00916											
3												
4	Demo Group-ABGABG											
5	Account Balances as of: 1/29/2019											
6	Report Generated: 1/29/2019 16:54:23											
7												
8												
9												
10	Employer	Division	Class Name	Acct Type	Plan ID	Plan Start	Plan End	Employee ID	Employee Name	Eff Date/Term Date	Employee Status	Payroll Cycle
11	Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX1129	Arp, Jean		Active	None
12	Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX1275	Blake, William	N/A - 01/12/2019	Terminated	None
13	Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX2890	Clemente Orozco, Jose		Active	None
14	Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX5687	Hopper, Edward		New	None
15	Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX6152	Koons, Jeff	N/A - 01/12/2019	Terminated	None
16	Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX7368	O'Keefe, Georgia		Active	None
17	Demo Group	Warehouse		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX7581	Picasso, Pablo P		Active	None
18	Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX9630	Turner, JW M		Active	None
19	Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX9864	van Gogh, Vincent		New	None
20	Demo Group	HomeOffice		ABH (Prefunded)	HSA	01/01/2000	12/31/2099	XXXXX9897	Weiwei, Ai		Active	None
21	Demo Group	Warehouse		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX6598	Borden, James		Active	Bi-Weekly
22	Demo Group	Warehouse		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX6119	Taylor, Alan		Active	Bi-Weekly
23	Demo Group	HomeOffice		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX0010	Renoir, August		Active	Bi-Weekly
24	Demo Group	Warehouse		DCA (Payroll)	DCA	01/01/2019	12/31/2019	XXXXX6789	Wagon, Chuck		New	Bi-Weekly
25	Demo Group	Warehouse		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX3786	Bonney, Eliz		Active	Bi-Weekly
26	Demo Group	HomeOffice		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX6598	Borden, James		Active	Bi-Weekly
27	Demo Group	HomeOffice		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX4167	Pollock, Jackson		New	Bi-Weekly
28	Demo Group	Warehouse		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX6111	Dobbalina, Bob		New	Bi-Weekly
29	Demo Group	Warehouse		FSA (Prefunded)	FSA	01/01/2019	12/31/2019	XXXXX6119	Taylor, Alan		Active	Bi-Weekly
30	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



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

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

Welcome to the American Benefits Group Employer Portal

Introducing Multi-factor Authentication

On September 10, 2016 we introduced a new security feature on our benefits administration system: multi-factor authentication. This will help us to better protect your business and your clients by requiring a security code in addition to your username and password.

Multi-factor authentication provides an additional layer of security around your WCA credentials. It helps reduce the risk of your WCA account becoming compromised, as it requires two successive factors – ‘something you know’ (your username & password) and ‘something you have’ (your mobile phone or email address).

Multi-factor authentication is easy:

1. Log into WCA as you do today.
2. Receive a confirmation code via email or text message.
3. Enter the code.
4. Continue in WCA.

To prepare for this change, you need only ensure your latest contact information (email address and/or mobile phone number) is listed on your user account. To validate your contact information, simply log in to www.wealthcareadmin.com and go to the *user options* page under the *my account* menu. From there you can verify your existing email address and mobile phone number, and update them as needed.

Health FSA Maximum for 2019 Increased to \$2,700

The IRS announced on 11/15/2018 that the maximum allowable Health FSA election for plan years starting in 2019 is \$2,700 (an increase of \$50 from the previous year maximum). This applies to both General Purpose Health FSA and Limited Purpose Health FSAs.

Monthly Commuter Transit and Parking Pre-tax Limits increase to \$265/month starting January 2019

The IRS announced on 11/15/2018 that the pre-tax maximum for benefit months starting January 2019 has been increased to \$265/month (an increase of \$5 from the previous monthly maximum). This applies to both Commuter Parking and Commuter Transit.

Notify American Benefits Group at processing@amben.com when your group has any of the following events:

Mid-plan year elections for New Hires

Complete the applicable benefit election or enrollment form and email it to processing@amben.com in using secure email*.

You can find all our Enrollment/Election Forms here . . . <https://www.amben.com/employers-forms.html>

If you have more than 3 new hires at any one time please use our [Enrollment Submission Spreadsheet \(XLS\)](#) instead of the PDF form to submit these enrollments

Terminations for employees who lose coverage or who separate employment

Complete our [Employee Termination Form](#) and submit to processing@amben.com

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

SEARCH [] ADMIN [] Enter Employee ID [] Find [] Advanced Search [] Last Login: 01/29/2019 13:02 PM [] My Account [] Logout []

WealthCare Administration System

- EMPLOYEE
- PROCESSING
- EMPLOYER
- PLAN
- REPORTS
 - Report Schedule
 - Request
 - Transactions
 - Enrollees
 - Cards
 - Settlement**
 - Custom
 - Non-Discrimination Tests
 - Management
 - HSA Administration
 - Invoicing
 - Result
- USERS
- DOWNLOADS

REPORTS / Request

Settlement Reports

To proceed for submitting request for report generation, click on the name

Name	Description
ACH Return Resubmission Report	This report helps indicate when ACH settlements have been corrected and resubmitted by Metavante. View Details...
Chargeback Report	Chargebacks are transactions which are generated by Metavante in response to fraud cases opened by the administrator on behalf of participants. View Details...
ACH Settlement Report	ACH Settlement report lists all ACH debits/credits and rejects initiated.
Administrator Settlement	The Administrator Settlement Report can be used by Administrators to determine total 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 employer's participant reimbursements during a time period. View Details...

100%

Employer Disbursements Report

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

Transactions	Administrator Settlement	dollar amount for all transactions (both POS and Manual) for a specified date range. View Details...
Enrollees	Daily Settlement	The Daily Settlement Report will total the dollar amount of transactions for a specified settlement date. View Details...
Cards	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...
Settlement	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...
Custom	Check Register Report	The Check Register Report will be retired September 18, 2013. View Details...
Non-Discrimination Tests	Reimbursement History Report	The Reimbursement History Report is a summary of reimbursements by employer. View Details...
Management	Bank Transaction Reconciliation	The Bank Transaction Reconciliation report should be run to compare BPS settlement transactions to your ACH funding account. View Details...
HSA Administration	Reimbursement Statement Report	The Reimbursement Statement is a PDF summary statement of a single employer's participant reimbursements during a time period. View Details...
Invoicing	Employer Disbursements Report	The Employer Disbursements Report provides transaction detail on debit card transactions, reimbursed manual claims, and refunds. View Details...
Result	Claims Based Funding Report	Provides administrators and employers with a listing of transactions included in Claims Based Funding NACHA files.
USERS	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...
DOWNLOADS		

100%

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

Search [] Admin [] Enter Employee ID [] Find [] Advanced Search [] Last Login: 01/29/2019 13:02 PM [] My Account [] Logout []

Employer Disbursements Report

Admin: American Benefits Group []

Employer: --All-- [] List All Search All

Division: <All> [] Billing Group: <All> []

Account Segment: <All> [] Sub Group: <All> []

Start Date*: 1/29/2019 [] End Date*: 1/29/2019 []

Plan Year: <Select a Value> [] Plan Id: []

Account Type: [] Mask Cardholder ID: Yes []

Claim Type: All [] Plan Date: []

Sort By: Employee Name [] Optional Columns: None []

Format: Excel []

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 [10]

100%

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)

Search Admin Enter Employee ID Find Advanced Search Last Login: 01/29/2019 13:02 PM My Account Logout

Employer Disbursements Report

Admin: American Benefits Group

Employer: --All-- List All Search All

Division: <All> Billing Group: <All>

Account Segment: <All> Sub Group: <All>

Start Date*: 1/1/2018 End Date*: 12/31/2018

Plan Year: <Select a Value> Plan Id: < >

Account Type: < > Mask Cardholder ID: Yes

Claim Type: All Plan Date: < >

Sort By: Employee Name Optional Columns: None

Format: Excel

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 [10]

100%

Employer Disbursements Report

5. Select "Current", "Previous" or "All" under Plan Year (*"All" is recommended, with the option to sort and filter on the final report*)

Search [] Admin [] Enter Employee ID [] Find [] Advanced Search [] Last Login: 01/29/2019 13:02 PM [] My Account [] Logout []

Employer Disbursements Report

Admin: American Benefits Group []

Employer: --All-- [] List All Search All

Division: <All> [] Billing Group: <All> []

Account Segment: <All> [] Sub Group: <All> []

Start Date*: 1/1/2018 [] End Date*: 12/31/2018 []

Plan Year: **<Select a Value>** [] Plan Id: []

Account Type: All [] Mask Cardholder ID: Yes []

Claim Type: Current [] Previous [] Future [] Plan Date: []

Sort By: Employee Name [] Optional Columns: None []

Format: Excel []

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 [10]

100%

Employer Disbursements 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

Search [] Admin [] Enter Employee ID [] Find [] Advanced Search [] Last Login: 01/29/2019 13:02 PM [] My Account [] Logout []

Employer Disbursements Report

Admin: American Benefits Group []

Employer: --All-- [] List All Search All

Division: <All> [] Billing Group: <All> []

Account Segment: <All> [] Sub Group: <All> []

Start Date*: 1/1/2018 [] End Date*: 12/31/2018 []

Plan Year: All [] Plan Id: <All> []

Account Type: <All> [] Mask Cardholder ID: Yes []

Claim Type: All [] Plan Date: <All> []

Sort By: Employee Name [] Optional Columns: None []

Format: Excel []

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 [10]

100%

Employer Disbursements Report

7. Click Generate

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

Search [] Admin [] Enter Employee ID [] Find [] Advanced Search [] Last Login: 01/29/2019 13:02 PM [] My Account [] Logout []

Employer Disbursements Report

Admin: American Benefits Group []

Employer: --All-- [] List All Search All

Division: <All> [] Billing Group: <All> []

Account Segment: <All> [] Sub Group: <All> []

Start Date*: 1/1/2018 [] End Date*: 12/31/2018 []

Plan Year: All [] Plan Id: <All> []

Account Type: <All> [] Mask Cardholder ID: Yes []

Claim Type: All [] Plan Date: <All> []

Sort By: Employee Name [] Optional Columns: None []

Format: Excel []

Report Delivery Options:

UI Download Email FTP

Email address of recipient*: []

Email address of sender*: []

Generate []

*Field is required.

WealthCare Administration System Version: 7.11.7 [10]

100%

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

Search [] Admin [] Enter Employee ID [] Find [] Advanced Search [] Last Login: 01/29/2019 13:02 PM [] My Account [] Logout []

Employer Disbursements Report

Your request was submitted successfully. To view the report go to Result View page. 

Admin: American Benefits Group []

Employer: [-All-] [] List All [] Search All []

Division: <All> [] Billing Group: <All> []

Account Segment: <All> [] Sub Group: <All> []

Start Date*: 1/1/2018 [] End Date*: 12/31/2018 []

Plan Year: All [] Plan Id: <All> []

Account Type: <All> [] Mask Cardholder ID: Yes []

Claim Type: All [] Plan Date: <All> []

Sort By: Employee Name [] Optional Columns: None []

Format: Excel []

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 [5]

100%

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

REPORTS / Result
Requested Reports Status

Admin: American Benefits Group | Employer: --None-- | List All

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

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

<input type="checkbox"/>	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method	
<input type="checkbox"/>	Employer Disbursements Report	Queued	1/29/2019 12:36:18 PM	Excel 2003 (xls)	T00916	All	ALL	N/A	1/1/2018 - 12/31/2018	N/A	Download	
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:30:02 AM							New	Download/Email *	
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:21:20 AM							New	Download/Email *	
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 4:02:51 PM							8/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:36:19 PM							8/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:36:10 PM							8/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 12:40:25 PM							8/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 12:30:56 PM	(xlsx)	T00916	ABGABNET	ALL	N/A	1/28/2019	New	Download	
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 12:26:13 PM	Excel 2007 (xlsx)	T00916	ABGABNET	ALL	N/A	1/28/2019	New	Download	
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 9:09:59 AM	Excel 2007 (xlsx)	T00916	ABGDISTECH	ALL	N/A	1/28/2019	New	Download	
<input type="checkbox"/>			1/28/2019									

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

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

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

<input type="checkbox"/>	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
<input type="checkbox"/>	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
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download

Employer Disbursements Report

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

The screenshot shows the 'Requested Reports Status' page in the WealthCare Administration System. The page includes a search bar at the top with 'Enter Employee ID' and a 'Find' button. Below the search bar, there are filters for 'Admin' (American Benefits Group), 'Employer' (Demo Group), 'Report Category' (All), 'Report Name' (All), 'Request From Date' (1/22/2019), and 'Request To Date' (1/29/2019). A table of reports is displayed below the filters, with columns for Report Name, Status, Requested Date, Format, Admin ID, Employer Name, Acct Type, ID, Report Dates, Viewed, and Delivery Method. A dialog box is open at the bottom of the screen, asking 'Do you want to open or save _hcs-prod-file1_MBIFiles_SRSReports_T00916_Employer Disbursements Report168314801292019.xls from healthcareadmin.com?'. The 'Open' button is highlighted with a green arrow.

<input type="checkbox"/>	Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
<input type="checkbox"/>	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
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 1:18:34 PM	Excel 2007 (xlsx)	T00916	ABGABG	ALL	N/A	1/29/2019	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/29/2019 2:21:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/28/2019 2:20:44 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/27/2019 2:21:15 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/26/2019 2:19:01 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download
<input type="checkbox"/>	Enrollee Account Balance	Generated	1/25/2019 2:20:08 AM	PDF	T00916	ABGABG	ALL	N/A	None	New	Download

Employer Disbursements Report

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

Sample Employer Disbursements Report Jan 2019.xlsx [Compatibility Mode] - Excel

FILE HOME Menu INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

File Edit View Insert Format Tools Data Window ?

UBit Schweiz AG (www.ubit.ch)

O2

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

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

5	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
6	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
7	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
8	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
9	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
10	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
11	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
12	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
13	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
14	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
15	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
16	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
17	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
18	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
19	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
20	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
21	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
22	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
23	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
24	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
25	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
26	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
27	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
28	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
29	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
30	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
31	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
32	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
33	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
34	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
35	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
36	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
37	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
38	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
39	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