



PeopleSoft 8.00.01 FSA Administration

PeopleSoft 8.00.01 FSA Administration

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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ABOUT THIS PEOPLEBOOK

This book provides you with the information you will need for implementing and using PeopleSoft FSA Administration. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAFSr8SP1B 1200.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft menus, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

The *PeopleSoft FSA Administration PeopleBook* provides you with implementation and processing information for your PeopleSoft FSA Administration system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing only PeopleSoft FSA Administration some combination of products within the product line (for example, PeopleSoft Benefits Administration, Stock Administration, Time & Labor, and Pension Administration), or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're

upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft FSA Administration.

Introduction to PeopleSoft HRMS introduces you to the basic concepts of PeopleSoft Human Resources and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources windows, and generating reports.

Regulating HRMS System Data reviews the Business Unit/SetID feature which allows you to organize your businesses by dividing them into logical units other than Companies and Departments, and also allows you to control how your organizational data is shared among those organizational units.

Setting Up Control Tables discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

Working With Multiple Jobs explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection www.peoplesoft.com. We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.



Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site:
<http://www.peoplesoft.com/>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8.12 PeopleBooks*, SKU CD HRB8SP1R0.



Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft 8.00.01 Application Fundamentals for PeopleSoft HRMS
- PeopleSoft 8.00.01 Base Benefits
- PeopleSoft 8.00.01 Benefits Administration
- PeopleSoft 8.00.01 eBenefits
- PeopleSoft 8.00.01 eCompensation
- PeopleSoft 8.00.01 eDevelopment
- PeopleSoft 8.00.01 eEquity
- PeopleSoft 8.00.01 ePay
- PeopleSoft 8.00.01 eProfile
- PeopleSoft 8.00.01 eRecruit
- PeopleSoft 8.00.01 eTime
- PeopleSoft 8.00.01 FSA Administration
- PeopleSoft 8.00.01 Global Payroll
- PeopleSoft 8.00.01 Human Resources
- PeopleSoft 8.00.01 Payroll for North America
- PeopleSoft 8.00.01 Payroll Interface
- PeopleSoft 8.00.01 Pension Administration

- PeopleSoft 8.00.01 Stock Administration

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com/ .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Email CPI at callcenter@conpub.com .

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions.

Field	Definition
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
Annual Pledge	For a plan year, this is the amount an employee has elected to contribute to a health care or dependent care flexible spending accounts.
As of Date	The last date for which a report or process includes data.
Benefit Plan	A specific benefit offering within a plan type.

Field	Definition
Benefit Plan Type	Also known as Plan Type, it is a two digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.
County (also Prefecture and Parish)	Name of county (prefecture/parish) for address, if applicable.
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
Description	Freeflow text up to 36 characters that describes what you are defining.
Door (Puerta)	In Spanish addresses, identifies the door name or number.

Field**Definition****Effective Date**

Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.

For more information about effective dates, see Learning about Effective Dates.

Email

The email address for a person or organization.

Empl Rcd# (Employee Record Number)

A system-assigned number that indicates an employee has more than one record in the system.

EmplID (employee ID)

Unique identification code for an individual associated with your organization.

Fax (also Fax Number)

The fax number for a person or organization.

Floor (Piso)

In Spanish addresses, identifies the floor name or number.

FSA Maximum Annual Pledge

For a plan year, this is the total maximum an employee can pledge for a health care or dependent care flexible spending accounts.

FSA Minimum Check Amount

This is the minimum amount for which a check will be printed.

House

Identifies the type of house.

Initials

Initials of individual.

Language

Language spoken by employee/applicant/non-employee.

Language or Language Code

The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.

Language also refers to the language spoken by an employee, applicant, or non-employee.

Field	Definition
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are Business , Campus , Cellular , Dormitory , FAX , Home , Other , Pager 1 , Pager 2 , or Telex .
Plan Type	Also known as Benefit Plan Type, it is a two digit code that identifies a benefit category, such as health, life, or savings.
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.

Field**Definition****Process Monitor**

This button takes you to the Process List page, where you can view the status of submitted process requests.

Report ID

Identifies a report.

Report Manager

This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID

A request identification that represents a set of selection criteria for a report or process.

Run

This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler.

Run Control ID

Identifies specific run control settings for a panel.

Run Date

The date that a process was run or a report was generated.

Run Time

The time that a process was run or a report was generated.

SetID

An identification code that represents a set of control table information. SetIDs enable the sharing of a set of control table information across two or more Business Units.

Short Description

Freeflow text up to 15 characters.

Stair (Escalera)

In Spanish addresses, identifies the stair name or number.

State (also Province)

State (Province) for address.

Street Type

Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.

Status

Indicates whether a row in a table is *Active* or *Inactive*.

Field	Definition
Telephone (Phone)	The telephone number for a person or organization.
User ID	Identifies the individual that generated the transaction.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

***Description:**

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:


`(monospace font)`

Indicates PeopleCode.

Bold

Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in boldface).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

<i>Italics</i>	<p>Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: Field Value. When we cite a field value elsewhere in the documentation, we use this style: <i>italics</i>.</p> <p>We also use italics when referring to words as words or to letters as letters, as in the following: Enter the number <i>0</i>, not the letter <i>O</i>.</p>
KEY+KEY	<p>Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.</p>
Jump links	<p>Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.</p>
Cross-references	<p>The phrase For more information indicates where you can find additional documentation about the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in <i>italics</i> indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:</p> <hr/> <p>For more information, see <u>Documentation on CD-ROM in About These PeopleBooks: Additional Resources</u>.</p> <hr/>
Topic list	<p>Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents window.</p>
 Name of Page	<p>Opens a pop-up window containing the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).</p>



Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.



Text in this bar indicates For more information cross-references to related or additional information.



Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page Introductory Table

In the documentation, each page or panel description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	GIVES THE SYSTEM NAME OF THE PAGE OR PROCESS AS SPECIFIED IN THE PEOPLETOLS APPLICATION DESIGNER. FOR EXAMPLE, THE OBJECT NAME OF THE DETAIL CALENDAR PANEL IS DETAIL_CALENDAR1.
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, SetID and Calendar ID are required to open the Detail Calendar page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a Note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

<mailto:DOC@PEOPLESOFT.COM>

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

Introduction to PeopleSoft FSA Administration

With PeopleSoft, it's easy to manage benefits in today's complex business environment. Using our systems, you'll streamline, simplify, and strengthen your benefits administration, while implementing a cost-effective system that can change along with your organization.

In this section, we'll introduce you to PeopleSoft FSA Administration, which is designed specifically to allow North American organizations to manage their healthcare and dependent care flexible spending accounts. We'll describe the basic concepts behind the system and discuss the steps involved in designing and administering your PeopleSoft FSA Administration system.



PeopleSoft FSA Administration is designed to be a supplement to PeopleSoft Base Benefits application. You will not be able to run the processes and procedures detailed in this book before you have set up your Base Benefits system.

The PeopleSoft Benefits Solution

With PeopleSoft, you'll configure a benefit solution that meets the demands of your unique environment. Using PeopleSoft Human Resources, our *base* product, you'll have the ability to manage all types of benefits—health, life, disability, and so on—for your employees. If your organization requires more sophisticated processing—automated eligibility checking, enrollment management, and flexible credits—you'll want to add PeopleSoft Benefits Administration. And if your North American organization administers employee FSA claims, you'll add PeopleSoft FSA Administration.



For more information about how to set up and run your PeopleSoft Human Resources Base Benefits system, see PeopleSoft 8 Base Benefits documentation. For more information about automating your benefits enrollment system, see your PeopleSoft 8 Benefits Administration documentation.

Using PeopleSoft FSA Administration

When you build on PeopleSoft Human Resources by adding PeopleSoft FSA Administration, you'll:

- Define FSA information for employees at the program level.
- Pay healthcare and dependent-care FSA claims.
- Track claim and payment data.
- View claim and payment history online.

Why PeopleSoft?

PeopleSoft Human Resources, PeopleSoft Benefits Administration, and PeopleSoft FSA Administration share the advantages of all PeopleSoft applications. They're easy to use and simple to modify, yet powerful enough to meet your most demanding business needs.

Everything Works Together

Our benefit solutions are part of a larger, more comprehensive system: PeopleSoft Human Resources. We built an integrated human resources management system (HRMS) because we know that getting your benefits job done means working with Human Resources for personnel, employment, and job data, and with Payroll for payroll information. Using PeopleSoft HRMS, not only will you have access to current human resource and payroll information—such as personal data, family status changes, and the most recent benefit deduction information—but also you will find that it's easy to work with your Human Resources and Payroll departments to set up benefit-related personnel administration data and the payroll deductions and earnings you'll use.

To implement your HRMS, each department contributes its area of expertise and shares information managed by the others. Human Resources designs human resource information and enters personnel administration data. Payroll sets up benefit-related payroll information. And you design your benefit system and enroll participants, using FSA Administration to set up and operate the details of your FSA system. During your regular processing cycles, your PeopleSoft Payroll system automatically performs benefit-related calculations and deductions.

With PeopleSoft, you won't need to schedule extra time and resources to maintain information in more than one place or worry that one part of your system isn't as up to date as another. You'll administer your FSA system in a timely and efficient manner and have what you need to assure efficient communication with employees.

Flexibility to Meet Your Needs

Whether your company offers a few standard benefits or a smorgasbord of options, with PeopleSoft you'll design your FSA system and process FSA benefits in a way that makes sense to you. And you'll easily keep your system current, too. For example, with PeopleSoft, you'll no longer be dependent upon in-house programmers to modify the system when you change your benefit program's FSA Administration Run ID or, for that matter, when you design an entirely new set of FSA Administration business rules for a new benefit program.

Not only can you implement the system in accordance with your requirements, but easily modified with PeopleTools. *PeopleTools* is an application development environment that enables you to create or modify application tables and pages, pull-down menus, and field-level calculations, edits, and defaults.

Table-Driven Design

You might be wondering how the PeopleSoft system can provide so much flexibility. The answer is because it's *table-driven*. How the system operates, how it looks and feels, isn't hard-coded into computer programs, but is stored on a series of tables. A well-designed, table-driven system puts you in control, as opposed to the more traditional designs, which tend to require extensive programming when you want to make changes. Storing information in tables also ensures data integrity and minimized data redundancy.

What's in a Name?

In the realm of the database, a table can be many things. On the one hand, there are the tables you work with directly in benefits; on the other, there are tables that store control information or prompts. To further complicate matters, vendors of relational databases, such as SQLBase and DB2, use the terms *tables*, *rows*, and *columns* to denote how data is stored, as opposed to *files*, *records*, and *fields*.

Most people tend to refer to database-related tables as Structured Query Language (SQL) tables. Application data, like employee information, is stored in SQL tables, as are system definitions for entities such as pages and record definitions for tables and views.

Effective-Date Design

The effective-date design of the PeopleSoft system gives you a complete view of all your participant data and benefit table information; whether you changed it two years ago or want it to go into effect in three months. With the information at your fingertips, you can easily *roll back* your system to a particular point in time from which to perform analyses or projections.

Security

You dictate the benefit information that you want Benefit staff and others to access. For example, to restrict certain users to updating information within a specific department, you'll use PeopleSoft Organizational Security. Or, using PeopleSoft Operator Class Security, you'll limit their access to specific pages within the system.

Consistency

Unlike other systems where you must learn to work with a variety of screen displays, all PeopleSoft pages reflect the same table- and date-driven design. Once you've become familiar

with our approach, you may discover that you can intuitively understand and use pages you've never seen before.

Portability

As your company changes, you may find that you need a larger computer to store all your information. With PeopleSoft, you can trade up from a small database engine like SQLBase to a bigger database engine, such as DB2. And if your company decides to decentralize information processing, you can downsize along with it. Although the operating environments used by your company may differ over the years, your PeopleSoft benefit system will remain the same.

Working with Benefit Menus

You design your FSA system and perform FSA processes using the Administer FSA menu. Because benefit processing is dependent on personnel administration and payroll information, you might sometimes work with some other PeopleSoft HRMS menus. These include Define General Options, Administer Base Benefits, and Administer Automated Benefits. We assume that your human resources department will enter and maintain personnel administration information and that your payroll department will enter and maintain benefit-related payroll information. However, becoming familiar with these tables and pages will help you understand how they affect your benefit system.

Using Multiple Currencies

When you work with multiple currencies for an employee, be aware that PeopleSoft FSA Administration doesn't support the multiple currency conversion required to perform premium calculations. For example, if you pay employees in Swiss francs and enroll them in a benefit program that uses U.S. dollars, PeopleSoft FSA Administration cannot perform a currency conversion to any base currency. If you don't use multiple currencies—for example, you pay employees in francs and enroll them in a benefit program that uses francs—you can easily process them using PeopleSoft FSA Administration.



For more information about how to set the system up to handle international currencies, see *Working with Currencies PeopleSoft Application Fundamentals for HRMS*.

Setting Up FSA Administration

You'll rely on several FSA administration tables to design the structure of your FSA system and processes.

As you begin working with PeopleSoft tables, keep in mind that even as you're defining the myriad pieces of information that define your FSA benefit offerings, your ultimate goal is to build

the benefit programs that your organization offers. That's because benefit programs *tie together* the data that you'll be entering.

To ready the system for processing FSA claims, U.S. organizations use benefit tables to design their FSA administration system. For example, using the Benefit Program Table, you can define a maximum pledge amount for the participants you enroll in a specific benefit program. And you can define different rules for different benefit programs. Using other tables, you'll define your rules for claim processing.



For more information about the tables you use to set up FSA Administration in Designing FSA Administration.

Performing Benefit Processes

Once you define FSA, healthcare and dependent care benefit plans, associate them with the appropriate benefit programs, and enroll employees in them, you're ready to begin FSA administration.

The method you use to enroll participants and to maintain enrollment changes depends on your PeopleSoft benefit system. If your organization uses PeopleSoft Human Resources, you enroll participants using individual benefit pages. If you implement PeopleSoft Benefits Administration, you perform open enrollment and event maintenance using automated processes.

Regardless of the enrollment method you use, you or someone in your Human Resources department must enter employee HR information into the system using the PeopleSoft Human Resources Personal Data, Employment Data, and Job Data pages before you can enroll participants in benefits programs.



For more information about enrolling employees in FSA benefit plans through base benefits, see the FSA Benefit Page. For more information about enrolling employees in FSA benefit plans using Benefits Administration, see the Entering Plan Details: FSA Plans. For more information about human resources information, see Administering Your Workforce.

Administering FSA

PeopleSoft FSA Administration is designed for companies located in the United States and Canada. You'll use PeopleSoft FSA Administration to administer healthcare and dependent-care Flexible Spending Account (FSA) claims.

PeopleSoft FSA Administration enables you to track pledges, process claims, disburse money, print checks, and account for funds according to the amounts employees pledge and the rules for healthcare and dependent-care disbursements.

With FSA Administration, you can schedule claims processing based on your operational needs. And you can view the year-to-date status of employee FSA accounts at any time.

PeopleSoft FSA Administration also provides a minimum check option. If you choose this option, the system automatically puts claims under the minimum into a pending file. When the total of pending claims reaches the minimum, the system prints a check for the employee.

You can process pending claims, too. For example, if an employee submits a claim for more than the amount in the FSA account, you have the option to pay the claim and hold the excess in a pending account.



For more information about the FSA administration processes, see [Administering FSA](#).

Reporting

When you're ready to start running PeopleSoft FSA Administration reports, take a look at FSA Administration Reports. You'll find basic reporting information along with examples of the various reports that are currently available for PeopleSoft FSA Administration.

CHAPTER 2

Designing FSA Administration

PeopleSoft FSA Administration allows organizations in the United States and Canada to administer Health Care and Dependent Care flexible spending accounts. As with all PeopleSoft applications, you can define how to administer FSA claims in your environment, according to your business rules and operational schedules.

Overview of FSA Administration

The system relies on the tables you set up for FSA Administration to process claims and print checks. First you define your system for PeopleSoft FSA Administration, and then you define FSA check stock and claim administration business rules.

Activating FSA Administration

To activate PeopleSoft FSA Administration, you'll use the Installation Table - Products Page. This table might be familiar to you from when you set up PeopleSoft Human Resources and PeopleSoft Benefits Administration. As with these applications, your organization defines PeopleSoft FSA Administration only one time, during implementation.

Setting Up FSA Forms

Using the Form Table Page, you'll define all the forms you use to print FSA checks. For example, if you use the same form for all FSA checks, you'll set up that check stock, and it will be available to you each time you print checks. But if you print FSA checks using more than one kind of check stock, you'll define each one. If you later add a new check stock, simply make another entry in the Form Table.

Defining Benefit Program Information

PeopleSoft FSA Administration is a sophisticated application that enables you to define unique business rules for each benefit program. For example, for one benefit program, you can define a minimum check amount that is different from that of another program. And keep in mind that you can change your business rules at any time. For example, if your organization decides to increase the minimum, you simply make a new entry, with its effective date, in the Benefit Program Table.

You'll also process claims according to benefit program. For example, for one claim processing cycle, you might include two benefit programs. For another, you could select one program. To set up your system, you use the Flexible Spending Accounts Run Table to define a code for each benefit program. You associate each code with its benefit programs, using the Benefit Program Table.

Activating FSA Administration

Usage	Use the Installation Table - Products page to activate FSA Administration.
Navigation	Define Business Rules, General Options, Setup

Installation Table - Products page

To activate FSA Administration, simply select the **FSA Claims Administration** check box on the Installation Table. Once selected, the FSA Administration fields become available on the Benefit Program Table, where you'll define benefit program business rules for FSA claim processing.

Form Table Page

Usage	<p>Before processing claims, you'll set up a Form ID for each kind of FSA check stock that your organization uses.</p> <p>If your organization implements PeopleSoft Payroll, you might notice that some forms have already been set up. Your payroll department uses this same table to define stock for pay checks.</p>
Object Name	PAY_FORM_TABLE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define FSA, Setup, Form Table, Form Table

	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Process, Setup 1, Form Table, Form Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Form Table, Form Table
Access Requirements	Form Identification

Form Table

Form ID: KUFSA

Form Details

Description:

Short Description:

Last Form Number Used:

Form Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, Short Description.**

If you use more than one kind of check stock for FSA Administration, set up a **Form ID** for each

Last Form Number Used The first time you print FSA checks using the **Form ID**, enter the **Last Form Number Used**. After that, the system updates the **Last Form Number Used** each time you print checks using the stock. You can update the **Last Form Number Used** if numbers become out of sequence, which can happen, for example, when you accidentally trash a form.

Defining FSA Rules at the Benefit Program Level

Remember, you defined FSA plan rules when you set up your FSA benefit plans. In addition to those rules, you can define rules that apply to all the employees that you enroll in a benefit program. At the benefit program level, you can:

- Define a maximum pledge amount for healthcare FSAs and for dependent-care FSAs.
- Define a minimum check amount.
- Identify an FSA **Run ID**, for including a benefit program in a claim processing cycle.

We'll start with how to define an FSA **Run ID** because you'll need it when you set up FSA Administration rules for a benefit program.

FSA Run Process Table Page

Usage	Use the FSA Run Process Table page to define FSA Run IDs. You'll define an FSA Run ID for each benefit program for which you administer FSA claims.
Object Name	FSA_RUN_TABLE
Navigation	Define Business Rules, Define FSA, Setup, FSA Run Table, FSA Run Process Table
Access Requirements	Flexible Spending Acct Run ID

The screenshot shows a web form titled "FSA Run Process Table". It contains the following fields:

- FSA Run ID:** KU1
- Description:** FSA US Run ID
- Short Description:** FSA US

FSA Run Process Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, Short Description.**

Benefit Program Tbl - Benefit Program Page

Usage	Use the Benefit Program Tbl (benefit program table) - Benefit Program page to add FSA Administration business rules for each of the appropriate benefit programs.
Navigation	Define Business Rules, Define Base Benefits, Setup, Benefit Program Tbl
Access Requirements	Benefit Program

Benefit Program		Plan Type and Option	Cost
Benefit Program:	KU1		Status as of Effective Date: <input type="button" value="Active"/>
Effective Date:	01/01/1980	Program Type:	Automated
Description:	GBI Master US Benefit Program		Currency Code: <input type="button" value="USD"/>
Short Description:	GBI US Pgm		
Dependent Limits		Benefits Administration	
Dependent Age Limit:	<input type="text" value="19"/>	Apply Excess Credits to:	<input type="button" value="C"/> <input type="button" value="Q"/> Cash
Student Age Limit:	<input type="text" value="24"/>	FSA	
<input checked="" type="checkbox"/> Exclude Disabled from Age Lmt.		Flexible Spending Acct Run ID:	<input type="text"/>
<input checked="" type="checkbox"/> Dep Ineligible if Married		FSA Minimum Check Amount:	<input type="text" value="5.00"/>
COBRA		FSA Maximum Annual Pledge:	<input type="text" value="7000.00"/>
COBRA Surcharge %:	<input type="text" value="2"/>	Self-Service Configuration	
COBRA Disabled Surcharge %:	<input type="text" value="50"/>	<input checked="" type="checkbox"/> Show Credits on Enrollmnt Form	
FMLA		Cost Freq on Enrollment Form:	<input type="button" value="Annual"/>
FMLA Plan ID:	<input type="text" value="KUF"/>	Handbook URL ID:	<input type="text"/>
	Roll-Fwd		<input type="button" value="Q"/>

Benefit Program Tbl - Benefit Program page

FSA

Flexible Spending Acct Run ID
(flexible spending account) run ID)

Identify the **Flexible Spending Acct Run ID** for this benefit program. Each time you initiate claim payment processing, you'll identify the **Run IDs** to use for that cycle. The system processes claim data for all the employees in the benefit programs with those **Run IDs**.

FSA Minimum Check Amount
(flexible spending account minimum check amount)

Enter the **FSA Minimum Check Amount** for employees you enroll in the benefit program. This is the minimum amount for which you will print a check.

FSA Maximum Annual Pledge

Use **FSA Maximum Annual Pledge** to define the maximum annual pledge amount for employees you enroll in the benefit program. For a plan year, this is the total maximum that an employee can pledge for *both* healthcare and dependent-care flexible spending accounts



For more information about defining benefit programs with the Benefit/Deduction Program Table, see Building Base Benefit Programs.

CHAPTER 3

Administering FSA

PeopleSoft FSA Administration provides the tools for companies in the United States and Canada to administer Health Care and Dependent Care flexible spending accounts. Based on the amounts that employees pledge and your business rules, you can track pledges, process claims, disburse monies, and account for funds.

PeopleSoft FSA Administration has sophisticated options, including a minimum check amount by benefit program. The system automatically holds claims under your minimum check payment amount in pending status. When the total reaches the minimum, the system produces a payment for the employee.

You can easily process pending claims, too. If an employee submits a claim for more than the amount in his or her FSA account, you can use available funds to pay the claim, and hold the excess in a pending account.

And scheduling is no problem, either. With the flexibility PeopleSoft offers, you can enter claim data, process payments, and print checks at different times, based on your operational requirements.

Before You Begin

Before you begin using FSA Administration, you must define FSA Health Care and Dependent Care benefit plans, associate them with the appropriate benefit programs, and enroll employees. With PeopleSoft, you can enroll employees using PeopleSoft Human Resources Base Benefits or PeopleSoft Benefits Administration. PeopleSoft Benefits Administration provides automated eligibility and enrollment processing.

When you enroll employees, you enter employee pledge amounts for the plan year. Employer contributions to FSA benefit plans are optional. If a plan includes employer contributions, you enter them when you define the benefit plan.

As with all PeopleSoft applications, you define how to administer claims in your environment, and you do so before starting claims administration. For example, you define the minimum check amount allowed for each benefit program.



For more information about enrolling employees in benefit programs, see *Enrolling Participants in Base Benefit programs* or *Entering Participant Benefit Elections in Benefits Administration* programs. For more information, we describe the tables you use to design your FSA Administration system in *Designing FSA Administration*.

Introducing FSA Administration

Because your FSA Administration system is so flexible, you'll want to plan how to organize processing activities. Before we delve into the details, we'd like to take a step back with an overview of how FSA processing works, to help you plan work flow and set schedules.

Entering Claim Data

FSA Administration starts with your receipt of employee claims. As employees submit claims, you enter the data, using specific Health Care and Dependent Care accounts pages. You continue entering data and making changes until you're ready to process payments.

Processing Payments

Payment processing is based on the one or more benefit programs that you group together and the plan year that you identify. At one time, you can have more than one payment cycle in progress. For example, at the first of the week, you could start the cycle for two benefit programs, and in the middle of the week you could start another cycle for a different group of programs.

Scheduling frequent payment processing is to your advantage because employee year-to-date information remains current. Thus you have up-to-date information in response to employee inquiries. For example, you might process claims once a week or twice a month.

Printing Checks

You print FSA claim checks at any time. For example, you could may process claims frequently, but print checks only twice a month. And each quarter you could prepare FSA statements for employees.

Whenever needed, you can view claim detail, payment detail, and year-to-date FSA balances for an employee. The system tracks the status of each account, claim, and payment. By viewing status, you can determine, for example, whether an FSA account is active or closed or whether a claim has been submitted or paid.

After completing all payment processing for the prior calendar year, you close prior year accounts and report annual pledge, contribution, and claim amounts; forfeited amounts; and excess payments.

Initiating Processes

Here's a quick reference chart of the processes you'll use, as described in this section:

Process	Use To	The System
FSA Claims Processing	Process claim payments for the employees in the plan years and benefit programs you include.	Processes claims and updates claim and payment detail and year-to-date activity.
Account Closure	Close out previous year accounts, after you've processed all claims for the year—probably at the second quarter of the current year.	Updates all prior year accounts to <i>Closed</i> and produces a report that accounts for prior year funds.
Check Print	Print checks.	
Check Register	Print check register.	
Quarterly Account Register	Print quarterly balance statements.	
FSA Check Reversal	Reverse paid checks to claims.	Reduces the claim's Paid-to-Date field by appropriate amount and marks it so it will be picked up during the next Claims Processing run
FSA Claim Reversal	Reverse an FSA claim and all checks that reimburse that claim.	Clears claim's Paid-To-Date field, marks the claim as <i>Reversed</i> and subtracts the claim's Submitted and Approved amounts from the committed FSA account balances.

Entering Claim Data for US FSA Claims

You'll enter claim data using data entry pages. Before you process a payment, you'll make changes to claim data, using all *participant* pages. The data entry pages provide a rapid data entry capability, while the participant pages enable you to locate claim and payment data using a variety of search criteria.

Health Care Claims Entry Page

Usage	Use the Health Care Claims Entry page to enter health care claim data. You can enter Health Care claims for both active and terminated employees. For terminated employees, you can enter claims through the end of the plan and process claims up to the full annual pledge elected.
Object Name	HC_CLAIM_DATA_ENTY
Navigation	Compensate Employees, Administer FSA (US), Use, Health Care

	Claims Entry, Health Care Claims Entry
Access Requirements	Enter the employee ID.

Health Care Claims Entry

*EmplID: Empl Rcd#:

Plan Type: Deduction Begin: Deduction End:
 Benefit Plan: Coverage Begin: Coverage End:
 Account Status: Annual Pledge: Amount Available: 0.00

Claim Details

*Claim ID: *Service From: *Service To:
 Action Date: *Service Type:

*Submitted Amount: *Submitted Date:
 Denied Amount: Denied Date: Reason Denied:

Approved Amount: 0.00

Patient Code: Name: Service Provider:

Comments:

Health Care Claims Entry page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID, Plan Type, Benefit Plan, Account Status, Annual Pledge.**

Deduction Begin/End This is the date on which the first and last deduction can be taken from the participant’s paycheck.

Coverage Begin/End This is the date on which FSA coverage begins and ends.

Acct Status (account status) Indicates the current status of the account.

Amt Available (amount available) Identifies the contribution amount currently in the FSA account.

Claim Details

Claim ID The system can automatically assign the **Claim ID**. When you’re entering a new claim, the **Claim ID** will default to **NEW**; if it is left as such, the system will replace it with the next available 8-digit **Claim ID** when you save the data. After the system assigns the **Claim ID** to the data entry record, it will display a message box with the **Claim ID** that was just assigned. This enables you to record the **Claim ID** on the employee’s paperwork, if required

Service From, Service To This is the date on which the eligible expenses occurred. If you enter service dates that are not within the same calendar year, a warning will display. A warning also displays if the service dates are not within the coverage begin and end dates. Once the **Service From** date is entered, the system knows the plan year and displays the FSA benefit plan data for the employee, including the **Annual Pledge**. You enter the **Annual Pledge** amount when you enroll the employee.

Action Date This is the date on which the claim was entered.

Service Type Select a service type for this claim from the list of available choices.

Submitted Amount Enter the amount submitted on this claim.

Note. The system verifies that the **Submitted Amount** does not exceed the **Annual Pledge** amount. For Health Care claims, employees can submit amounts that are more than the year-to-date contribution, but not more than the **Annual Pledge**. If the **Submitted Amount** is more than the **Annual Pledge** amount, the system will pay up to the **Annual Pledge** amount that is available and will reject the rest of the claim. If the Submitted Amount is more than the year-to-date contribution, but less than the **Annual Pledge**, the system will pay the claim. For example, if an employee pledges \$1200 for the year, and submits a claim for \$600 after contributing only \$100, the system will pay \$600.

Submitted Date Enter the **Submitted Date** of the claim.

Denied Amount, Denied Date, Reason Denied To deny part or all of the claim, based on expenses that are not eligible under Section 125 rules for flexible spending accounts, enter the **Denied Amount**, the **Denied Date**, and the **Reason Denied**

Approved Amount Based on the data you enter, the system calculates the **Approved Amount**.

Patient Code Name/ Service Provider You can (optionally) enter the **Patient Code**, the **Name**, and the **Service Provider**. These fields are informational, for your use only.

If the claim is for the employee, enter *Employee* for the **Patient Code**. Other values for **Patient Code** are *Dependent, Spouse* and *[None]*.

If the claim **Patient Code** is a *Dependent* or *Spouse*, enter the **Name** of the related person in the **Name** field.

Comments Use **Comments** to record notes about the claim. This field is informational, for your use only.

Health Care Participant Page

Usage	Use the Health Care Participant page to make changes to claim data before you process a payment for a Health Care claim.
Object Name	HC_CLAIM_PARTIC
Navigation	Compensate Employees, Administer FSA (US), Use, Health Care Participant, Health Care Participant
Access Requirements	Enter the employee ID.

Health Care Participant

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

Claim Find | View All First 1 of 8 Last

Plan Type: FSA Health Deduction Begin: 01/01/2000 Deduction End: + -
 Benefit Plan: KUHFSA Coverage Begin: 01/01/2000 Coverage End:
 Account Status: Active Annual Pledge: 2000.00 Amount Available: 470.00

Claim Details

*Claim ID: 00010031 *Service From: 04/18/2000 *Service To: 04/18/2000
 Claim Status: Fully Proc *Service Type: Dental Action Date: 07/26/2000

*Submitted Amount: 150.00 *Submitted Date: 04/21/2000
 Denied Amount: Denied Date: Reason Denied: -
 Approved Amount: 150.00

Patient Code: Employee Name: Santos, Antonio
 Service Provider: DR. HACK
 Comments: Tooth replacement -

Health Care Participant page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Plan Type, Deduction Begin, Deduction End, Benefit Plan, Coverage Begin, Coverage End, Account Status, Annual Pledge, Amount Available.**



For information about the EmplID, Claim ID, Service From, Service To, Service Type, Action Date, Submitted Amount, Submitted Date, Denied Amount, Denied Date, Reason Denied, Approved Amount, Patient Code, Name, Service Provider, and Comments fields, see the Health Care Claims Entry Page page.

Claim Status

Once you enter claim data, the system gives a **Claim Status** of *Submitted*. You can view **Claim Status**, using the FSA Claim Review Page.

Dependent Care Claims Entry Page

Usage	Use the Dependent Care Claims Entry page to enter Dependent Care claim data.
Object Name	DC_CLAIM_DATA_ENTY
Navigation	Compensate Employees, Administer FSA (US), Use, Dependent Care Claims Entry, Dependent Care Claims Entry
Access Requirements	Enter the employee ID.

Dependent Care Claims Entry

*EmplID: Empl Rcd#:

Enrollment Details

Plan Type:	Deduction Begin:	Deduction End:
Benefit Plan:	Coverage Begin:	Coverage End:
Account Status:	Annual Pledge: 0.00	Amount Available: 0.00

Claim Details

*Claim ID: *Service From: *Service To: Action Date:

*Submitted Amount: *Submitted Date:

Denied Amount: Denied Date: Reason Denied:

Approved Amount: 0.00

Comments:

Dependent Care Claims Entry page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Plan Type, Deduction Begin, Deduction End, Benefit Plan, Coverage Begin, Coverage End, Account Status, Annual Pledge, Amount Available.**



For information about the EmplID, Empl Rcd#, Claim ID, Service From, Claim Service To, Action Date, Submitted Amount, Submitted Date, Denied Amount, Denied Date, Reason Denied, Approved Amount, and Comments fields, see the Health Care Claims Entry Page.

Dependent Care Participant Page

Usage	Use the Dependent Care Participant page to make changes to claim data before you process a payment for a Dependent Care claim.
Object Name	DC_CLAIM_PARTIC
Navigation	Compensate Employees, Administer FSA (US), Use, Dependent Care Participant, Dependent Care Participant
Access Requirements	Enter the employee ID.

Dependent Care Participant

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

Claim Find | View All First 1 of 6 Last

Plan Type: FSA Depnd Deduction Begin: 01/01/2000 Deduction End:

Benefit Plan: KUDFSA Coverage Begin: 01/01/2000 Coverage End:

Account Status: Active Annual Pledge: 2400.00 Amount Available: 1414.00

Claim Details

*Claim ID: *Service From: *Service To:

Action Date:

*Submitted Amount: *Submitted Date: Claim Status: Pended

Denied Amount: Denied Date: Reason Denied:

Approved Amount:

Comments:

Dependent Care Participant page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Plan Type, Deduction Begin, Deduction End, Benefit Plan, Coverage Begin, Coverage End, Account Status, Annual Pledge, Amount Available.**



For information about the Claim ID, Service From, Service To, Action Date, Submitted Amount, Submitted Date, Denied Amount, Denied Date, Reason Denied, Approved Amount, and Comments fields, see the Health Care Claims Entry Page.

Claim Status

Once you enter a claim, the system gives a **Claim Status** of *Submitted*. You can view **Claim Status**, using the Health Care Claims Entry Page.

Entering Claim Data for Canadian FSA Claims

Canadian employers will work with the Canadian Health Care and Canadian Retirement Counseling Data Entry pages. They operate much like the U.S. pages described in the preceding pages. We have added data entry pages to the Canadian pages, to allow for multiple line items per claim.

Health Care Data Entry - Claim Data Entry Page

Usage	Use the Canadian Health Care Data Entry - Claim Data Entry page to enter a new claim at the summary level.
Object Name	HC_CANAD_DATA_ENTY
Navigation	Compensate Employees, Administer FSA (CAN), Use, Health Care Data Entry, Claim Data Entry
Access Requirements	Enter the employee ID.

Claim Data Entry
Claim Detail Entry

*ID:

Empl Rcd#:

Enrollment Details

Plan Type:	Deduction Begin:	Deduction End:
Benefit Plan:	Coverage Begin:	Coverage End:
Account Status:	Annual Pledge: 0.00	Amount Available: 0.00

Claim Details

*Claim ID:

*Service From:

*Service To:

Action Date:

Submitted Amount: 0.00

Denied Amount: 0.00

Approved Amount: 0.00

Health Care Data Entry – Claim Data Entry page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Plan Type, Deduction Begin, Deduction End, Benefit Plan, Coverage Begin, Coverage End, Account Status, Annual Pledge, Amount Available.**



For information about the **EmplID, Empl Rcd#, Claim ID, Action Date, Submitted Amount, Denied Amount, and Approved Amount** fields, see the Health Care Claims Entry Page.

Service From, Service To The **Service From** and **Service To** dates represent the earliest and latest entries of the detail line items. When you finish entering the **Service From** and **Service To** dates, move to the Health Care Claims Entry Page.



Submitted Amount, Denied Amount, and Approved Amount information will appear on this page after it has been entered on the Health Care Claims Entry Page.

Health Care Data Entry - Claim Detail Entry Page

Usage	Use the Health Care Data Entry - Claim Detail Entry page to enter the details for each claim line item.
Object Name	HC_CANAD_DATA_ENT2
Navigation	Compensate Employees, Administer FSA (CAN), Use, Health Care Data Entry, Claim Detail Entry
Access Requirements	Enter the employee ID.

Claim Data Entry
Claim Detail Entry

ID:
Empl Rcd#: 0

Claim ID: Annual Pledge: 0.00 Amount Available: 0.00

Tot Claim: 0.00 Tot Apprvd: Tot Denied: 0.00

Claim Details
View All First 1 of 1 Last

Line No.: *Service From: *Service To: *Service Type: + -

Total Amt Billed: *Submitted Amount: *Date:

Denied Amount: Date: Reason:

Approved Amount: 0.00

Patient Code: Name:

Svc Provider:

Comments:

Health Care Data Entry - Claim Detail Entry page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Annual Pledge, Amount Available.**



For more information about the EmplID, Claim ID, Service From, Service To, Service Type, Submitted Amount, Submitted Date, Denied Amount, Denied Date, and Reason Denied, Approved Amount, Patient Code, Name, Svc Provider (service provider), and Comments fields, see the Health Care Claims Entry Page.

After you enter the **Service From** and **Service To** dates, move to the Health Care Claims Entry Page and enter the details for each claim line item. You can enter multiple claim line items per claim by inserting a row.



Submitted Amount, Denied Amount, and Approved Amount information will appear on the Health Care Claims Entry Page after it has been entered here.

Health Care Participant Page

Usage	Use the Health Care Participant page to make changes to claim data before you process a payment for a Health Care claim.
Object Name	HC_CANAD_PARTIC
Navigation	Compensate Employees, Administer FSA (CAN), Use, Health Care Participant, Health Care Participant
Access Requirements	Enter the employee ID.

Health Care Participant Claim Details

Griffiths, Martina Rae Employee ID: KC0001 Empl Rcd#: 0

Plan Type: Health FSA **Deduction Begin:** 01/01/2000 **Deduction End:**

Benefit Plan: KCHFSA **Coverage Begin:** 01/01/2000 **Coverage End:**

Account Status: Active **Annual Pledge:** 2,400.00 **Amount Available:** 1,470.00

Claim Details

*Claim ID: 00010040 *Service From: 08/01/2000 *Service To: 08/01/2000

Claim Status: Submitted *Service Type: Medical Action Date: 08/04/2000

*Submitted Amount: 100.00 *Submitted Date: 08/04/2000

Denied Amount: 0.00 Denied Date: Reason Denied:

Approved Amount: 100.00

Patient Code: Employee Name: Service Provider: Comments:

Health Care Participant - Health Care Participant page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Plan Type, Deduction Begin, Deduction End, Benefit Plan, Coverage Begin, Coverage End, Account Status, Annual Pledge, Amount Available.**



For information about the EmplID, Claim ID, Service From, Service To, Service Type, Action Date, Submitted Amount, Submitted Date, Denied Amount, Denied Date, Reason Denied, Approved Amount, Patient Code, Name, Service Provider, and Comments fields, see the Health Care Claims Entry Page.

Claim Status Once you enter claim data, the system gives a **Claim Status** of *Submitted*.

Health Care Participant - Claim Details Page

Usage	Use the Claim Details page of the Health Care Participant page group to change detail information about a particular participant Health Care claim.
Object Name	HC_CANAD_PARTIC2
Navigation	Compensate Employees, Administer FSA (CAN), Use, Health Care Participant, Health Care Participant
Access Requirements	Enter the employee ID.

Health Care Participant Claim Details

ID: KC0001 Griffiths, Martina Rae Empl Rcd#: 0

Claim ID: 00010040 Annual Pledge: 2,400.00 Amount Available: 1,470.00
 Tot Claim: 100.00 Tot Apprvd: 100.00 Tot Denied: 0.00

Claim Details View All First 1 of 1 Last

Line No.: 1 *Service From: 08/01/2000 *Service To: 08/01/2000 *Service Type: Vision [+ -]

FSA Total Billed Amount: 100.00
 *Submitted Amount: 100.00 *Submitted Date: 08/04/2000
 Denied Amount: 0.00 Denied Date: Reason Denied:
 Approved Amount: 100.00

Patient Code: Employee Name: Griffiths, Martina
 Service Provider:
 Comments:

Health Care Participant - Claim Details page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Annual Pledge, Amount Available.**



For more information about the EmplID, Claim ID, Service From, Service To, Service Type, Submitted Amount, Submitted Date, Denied Amount, Denied Date, and Reason Denied, Approved Amount, Patient Code, Name, Svc Provider (service provider), and Comments fields, see the Health Care Claims Entry Page.

After you enter the **Service From** and **Service To** dates, move to the Health Care Claims Entry Page and enter the details for each claim line item. You can enter multiple claim line items per claim by inserting a row.



Submitted Amount, Denied Amount, and Approved Amount information will appear on the Health Care Claims Entry Page after it has been entered here.

Retirement Counsel Data Entry - Claim Data Entry Page

Usage	Use the Retirement Counsel Data Entry - Claim Data Entry page to enter new claims at a summary level of information.
Object Name	RC_CANAD_DATA_ENTY
Navigation	Compensate Employees, Administer FSA (CAN), Use, Retirement Counsel Data Entry, Claim Data Entry
Access Requirements	Enter the employee ID.

Claim Data Entry
Claim Detail Entry

*EmplID:

Empl Rcd#:

Enrollment Details

Plan Type:	Deduction Begin:	Deduction End:
Benefit Plan:	Coverage Begin:	Coverage End:
Account Status:	Annual Pledge: 0.00	Amount Available: 0.00

Claim Details

*Claim ID: <input style="width: 100px;" type="text"/>	*Service From: <input style="width: 100px;" type="text"/> <input type="button" value="BT"/>	*Service To: <input style="width: 100px;" type="text"/> <input type="button" value="BT"/>
Action Date:		
Submitted Amount:		
Denied Amount:		
Approved Amount: 0.00		

Retirement Counsel Data Entry - Claim Data Entry page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Plan Type, Deduction Begin, Deduction End, Benefit Plan, Coverage Begin, Coverage End, Account Status, Annual Pledge, Amount Available.**



For information about the EmplID, Empl Rcd#, Claim ID, Service From, Service To, Action Date, Submitted Amount, Denied Amount, and Approved Amount fields, see the Health Care Claims Entry Page.

When you finish entering the **Service From** and **Service To** dates, move to the Retirement Counsel Data Entry - Claim Data Entry Page.



Submitted Amount, Denied Amount, and Approved Amount information will appear on this page after it has been entered on the Retirement Counsel Data Entry - Claim Data Entry Page.

Retirement Counsel Data Entry - Claim Detail Entry Page

Usage	Use the Retirement Counsel Data Entry - Claim Detail Entry Page to enter new claims with a detailed level of information. This page and the Claim Data Entry page operate in a manner that is identical to that of the Canadian Health Care Claim Entry pages.
Object Name	RC_CANAD_DATA_ENT2
Navigation	Compensate Employees, Administer FSA (CAN), Use, Retirement Counsel Data Entry, Claim Detail Entry
Access Requirements	Enter the employee ID.

The screenshot displays the 'Claim Detail Entry' page with the following visible elements:

- Header:** 'Claim Data Entry' and 'Claim Detail Entry' tabs.
- Fields:** ID, Empl Rcd#: 0, Claim ID, Annual Pledge: 0.00, Amount Available: 0.00, Tot Claim: 0.00, Tot Apprvd: 0.00, Tot Denied: 0.00.
- Claim Details Section:** Includes a table with columns for Line No., *Service From, *Service To, and *Service Type. Below this are fields for Total Amt Billed (0.00), *Submitted Amount (0.00), *Date, Denied Amount (0.00), Date, Reason, and Approved Amount (0.00).
- Entity Information:** Relationship, Name, SetID, and Vendor fields.
- Comments:** A text area at the bottom for entering notes.

Retirement Counsel Data Entry - Claim Detail Entry page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Annual Pledge, Amount Available.**



For more information about the EmplID, Claim ID, Service From, Service To, Service Type, Submitted Amount, Submitted Date, Denied Amount, Denied Date, and Reason Denied fields, see the [Health Care Claims Entry](#) page.

Enter the **Total Amt Billed** for each claim line item. Enter the **Relationship** of the claim to the employee. If the claim is for the employee, enter **Employee**. Other values are **Dependent**, **Spouse**, and **[None]**. If the claim **Relationship** is a **Dependent** or **Spouse**, enter the name of the related person in the **Name** field. Enter additional **Comments** for the claim in the space provided at the bottom of the page.

Revenue Canada requires that Canadian Retirement Counseling claims be paid directly to the service provider, not the claimant. For this reason, the Canadian Retirement Counseling page requires the entry of a **Provider ID**. This provider information will appear on the check stubs for the claimant, along with employee claim information. Special care will be required for situations that involve partial payments.

Submitted Amount, **Denied Amount**, and **Approved Amount** information will appear on the Retirement Counsel Data Entry - Claim Data Entry Page after it has been entered here.

Retirement Participant - Claim/Comments Page

Usage	Use the Claim/Comments page of the Retirement Participant component to review basic claim and comment information for a specific claim.
Object Name	RC_CANAD_PARTIC
Navigation	Compensate Employees, Administer FSA (CAN), Use, Retirement Participant
Access Requirements	Enter the employee ID.

Claim/Comments		Claim Details	
EmplID:	KC0021	Davies,Craig R	Empl Rcd#: 0
Plan Type:	FSA Retmnt	Deduction Begin:	01/01/2000
Benefit Plan:	KCRFSA	Coverage Begin:	01/01/2000
Account Status:	Active	Annual Pledge:	2,000.00
		Amount Available:	2,000.00
Claim Details			
*Claim ID:	00010041	*Service From:	08/01/2000
Claim Status:	Submitted	*Service To:	08/01/2000
		Action Date:	08/04/2000
*Submitted Amount:	100.00	*Submitted Date:	08/04/2000
Denied Amount:	0.00	Denied Date:	
Approved Amount:	100.00	Reason Denied:	
SetID:	SHARE	Vendor ID:	CANKCLOND
Comments:			

Retirement Participant - Claim/Comments page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**, **Plan Type**, **Benefit Plan**, **Account Status**, **Annual Pledge**.

Deduction Begin/End

This is the date on which the first and last deduction can be taken from the participant's paycheck.

Coverage Begin/End

This is the date on which FSA coverage begins and ends.

Acct Status (account status)

Indicates the current status of the account.

Amt Available (amount available)

Identifies the contribution amount currently in the FSA account.

Claim Details**Claim ID**

The system can automatically assign the **Claim ID**. When you're entering a new claim, the **Claim ID** will default to **NEW**; if it is left as such, the system will replace it with the next available 8-digit **Claim ID** when you save the data. After the system assigns the **Claim ID** to the data entry record, it will display a message box with the **Claim ID** that was just assigned. This enables you to record the **Claim ID** on the employee's paperwork, if required

Service From, Service To This is the date on which the eligible expenses occurred. If you enter service dates that are not within the same calendar year, a warning will display. A warning also displays if the service dates are not within the coverage begin and end dates. Once the **Service From** date is entered, the system knows the plan year and displays the FSA benefit plan data for the employee, including the **Annual Pledge**. You enter the **Annual Pledge** amount when you enroll the employee.

Action Date This is the date on which the claim was entered.

Service Type Select a service type for this claim from the list of available choices.

Submitted Amount Enter the amount submitted on this claim.

Note. The system verifies that the **Submitted Amount** does not exceed the **Annual Pledge** amount. For Health Care claims, employees can submit amounts that are more than the year-to-date contribution, but not more than the **Annual Pledge**. If the **Submitted Amount** is more than the **Annual Pledge** amount, the system will pay up to the **Annual Pledge** amount that is available and will reject the rest of the claim. If the Submitted Amount is more than the year-to-date contribution, but less than the **Annual Pledge**, the system will pay the claim. For example, if an employee pledges \$1200 for the year, and submits a claim for \$600 after contributing only \$100, the system will pay \$600.

Submitted Date Enter the **Submitted Date** of the claim.

Denied Amount, Denied Date, Reason Denied To deny part or all of the claim, based on expenses that are not eligible under Section 125 rules for flexible spending accounts, enter the **Denied Amount**, the **Denied Date**, and the **Reason Denied**

Approved Amount Based on the data you enter, the system calculates the **Approved Amount**.

Patient Code Name/ Service Provider You can (optionally) enter the **Patient Code**, the **Name**, and the **Service Provider**. These fields are informational, for your use only.

If the claim is for the employee, enter *Employee* for the **Patient Code**. Other values for **Patient Code** are *Dependent, Spouse* and *[None]*.

If the claim **Patient Code** is a *Dependent* or *Spouse*, enter the **Name** of the related person in the **Name** field.

Comments Use **Comments** to record notes about the claim. This field is informational, for your use only.

Retirement Participant - Claim Details Page

Usage	Use the Claim Details page of the Retirement Participant component to change detail information about a particular participant Retirement Counseling claim.
Object Name	RC_CANAD_PARTIC2
Navigation	Compensate Employees, Administer FSA (CAN), Use, Retirement Participant
Access Requirements	Enter the employee ID.

Claim/Comments
Claim Details

EmplID: KC0021 Davies,Craig R
Empl Rcd#: 0

Claim ID: 00010041
Annual Pledge: 2,000.00
Amount Available: 2,000.00

Tot Claim: 100.00
Tot Apprvd: 100.00
Tot Denied: 0.00

Claim Details Find | View All First ◀ 1 of 1 ▶ Last

Line Number: 1 ***Service From:** 08/01/2000 ***Service To:** 08/01/2000 ***Service Type:** Retirement

FSA Total Billed Amount:

***Submitted Amount:**
***Submitted Date:** 08/04/2000

Denied Amount:
Denied Date:
Reason Denied:

Approved Amount: 100.00

Relationship: Employee
Name:

SetID: SHARE
Vendor: CANKCLOND London Life

Comments:

Retirement Participant - Claim Details page

The fields on this page are the same as the fields on the Retirement Counsel Data Entry - Claim Data Entry Page. You can use this page to change detail information about a specific, submitted claim.



For more information Canadian retirement claims, see Retirement Counsel Data Entry - Claim Data Entry Page.

Processing FSA Claim Payments

Processing claim payments is the heart of FSA Administration. For each payment cycle, you'll perform these activities:

- Setting up a run control for the payment processing cycle.
- Initiating the FSA Claims Processing process.
- Printing checks and a check register.

You start a cycle by setting up a run control. The run control identifies the benefit program(s) and plan year of the claims you want to process. During payment processing, the system determines claim amounts to pay, deny, and pending. For payments, you can print checks.

FSA Claims Processing Run Ctl Page

Usage	Use the FSA Claims Processing Run Ctl (FSA claims processing run control) page to set up the information that controls a payment processing cycle.
Object Name	RUNCTL_FSA_CLAIMS
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Process, FSA Claims Processing Run Ctl, FSA Claims Processing • Compensate Employees, Administer FSA (CAN), Process, FSA Claims Processing Run Ctl, FSA Claims Processing
Prerequisites	Claims for all the employees in the benefit program who are associated with the Run ID , a Service From date in the Calendar Year must have a claim status of <i>Submitted</i> or <i>Pending</i> .
Access Requirements	Enter the run ID and calendar year.

Request Parameters							View All	First	1-2 of 2	Last
*Calendar Year	*Run ID	*Form ID	*Check Dt	*FSA Run Status	*Quarterly Report Run					
2000	KC1 FSA CAN	KCFSA CAN FSA	05/31/2000	Finished	Ready					
2000	KU1 FSA US	KUFSA US FSA	05/31/2000	Calculated	Ready					

FSA Claims Processing Run Ctl - FSA Claims Processing page

Calendar Year	Enter the Calendar Year for which you want to process claims. You can process multiple Run IDs for different Calendar Years in the same payment processing cycle. However, each combination of Calendar Year and Run ID must be unique.
Run ID	Select the Run ID .
Form ID	Select the Form ID of the stock you want to use for check printing for this payment cycle.
Check Dt (check date)	Enter the Check Dt . This is the date that will be printed on the check.
FSA Run Status	FSA Run Status can indicate a status of <i>Ready</i> , <i>Calculated</i> or <i>Finished</i> . <i>Ready</i> : Indicates that the system is ready for claims payment processing. <i>Calculated</i> : Indicates that the system has completed claims payment processing and has calculated payments. <i>Finished</i> : Indicates that checks have been created.
Quarterly Report Run	Quarterly Report Run can be set to <i>Ready</i> or <i>Finished</i> . <i>Ready</i> : Indicates that you can initiate the Quarterly Report. <i>Finished</i> : Indicates that you have processed the Quarterly Report.

Processing Claim Payments

To process claim payments, initiate FSA Claims Processing from the Process menu. Based on the run control you set up, the system will process all claim data with a Status of *Submitted*, *Pending*, or *Ready To Pay*. You will use the Process Scheduler to run the process.



For more information about the use of the Process Scheduler, see Process Scheduler.

During payment processing, the system verifies that claims approved year to date don't exceed the annual pledge amount for the Health Care account or the year-to-date contribution for the Dependent Care account.

Based on the minimum check amount that you define for employees in a benefit program, the system holds claims that are less than the minimum, changing the claim Status to *Pending*. The system processes the claim but does not print a check until the total of the pending minimum

reaches the minimum check amount. Remember, you define the minimum check amount for participants in a benefit program with the Benefit/Deduction Program Table.

When the total for pending claims reaches your minimum, during the next processing cycle, the system processes a payment for the employee.

The system also holds Dependent Care claims that are more than the year-to-date contribution amount. For example, if an employee submits a Dependent Care claim for more than the amount contributed to the Dependent Care FSA as of that date, the system pays the claim up to the amount in the FSA and holds the excess in a pending status.

You can determine the claim amount paid by viewing Claim Amt Paid on the page.

Once the system processes a claim, it changes the claim Status from *Submitted* to *Pended*, *Ready to Pay*, or *Fully Processed*. You can view the claim Status on the Claim Details page, which we describe later in this section.

If the claim exceeds the amount the employee has pledged for the year, the system updates the amount denied and sets the claim Status to *Rejected*.

FSA Claim Payment Process

Usage	Use the FSA Claim Payment Process page to process all claim data with a Status of Submitted, Pending or Ready To Pay.
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA Administration (US), Process, FSA Claims Processing • Compensate Employees, Administer FSA Administration (CAN), Process, FSA Claims Processing
Access Requirements	Enter the Run Control ID.



FSA Claims Processing - FSA Claims Payment Process page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Printing Checks and Check Registers

During the payment process, the system issues checks for each account within a plan year. For example, assume that during the same processing cycle for an employee, you process and approve these claims:

- Two 1991 Health Care claims.
- Three 1991 Dependent Care claims.
- One 1992 Dependent Care claim.

In this example, the system would issue *three* checks, one for each account and plan year. If the system has processed claims for an employee so that the employee no longer has amounts available, and you enter additional claims, the system will deny them. After payment processing, you can print checks at your convenience. For example, you might process claims each week and print checks once a month.

Printing Checks

Use the FSA Check Printing Page to print checks. To print checks, you set up and run the Check Print process, located under the Reports menu. This process prints checks for all the claims with a Status of Pay this Run and a Form ID that is equal to the Form ID in the Check Print Run Control.

The Check Print process also updates the claim payment Status from Pay this Run to Paid.



For more information about printing checks, see Flexible Spending Account Check Print.

Check Register - FSA Check Register Page

Use the FSA Check Register page to print the FSA Check Register. To print the FSA Check Register, initiate the Check Register process. You'll have one check register for each benefit plan year, sorted according to Health Care and Dependent Care claims.



For more information about printing a check register, see Flexible Spending Account Check Register.

Viewing Claim and Payment Detail

You can view claim and payment detail and year-to-date activity at your convenience. For example, if an employee makes an inquiry, you can view claim or payment status to obtain the information.

Claim detail refers to specific claims. Payment detail refers to specific payments an employee has received during a plan year. Year-to-date activity refers to total pledge, contribution, claim, and payment amounts.

Viewing Claims

You can view claim detail for any claim with the FSA Claim Review page. You can locate a claim by entering one or more search criteria. The more you enter, the shorter the resulting list.

- To request a search based on **FSA Claim Status**, you can enter one of these codes: *F* (Fully Processed), *J* (Rejected), *P* (Pended), *R* (Ready to Pay), *S* (Submitted), *X* (Reversed).



Canadian users can review two levels of claim details. Both U.S. and Canadian users can review claims at the first level of claim details, the FSA Claim Review Page for Canada. Canadian users can also use the Health Care Participant - Claim Details Page to review further details about Health Care and Retirement Counseling claims.

Viewing Payments

You can view payment detail for any claim payment with the FSA Payment Details page. As with claim detail, to view payment detail, you can enter one or more search criteria. The more you enter, the shorter the list from which you can choose the payment detail that you want to view. For example, if you know the employee’s ID and that the claim has been paid, it is faster to search for an FSA Payment Status of Paid and the employee’s name.

Viewing YTD Information

Use the FSA Year-to-Date Activity page to view all year-to-date data for an employee.

FSA Claim Review Page

Usage	Use the FSA Claim Review page to display detailed FSA claim information.
Object Name	FSA_CLAIM_DETAILS
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Inquire, FSA Claim Review, FSA Claim Review • Compensate Employees, Administer FSA (US), Inquire, FSA Claim Review, FSA Claim Entry • Compensate Employees, Administer FSA (CAN), Inquire, FSA

Object Name	FSA_PAYMENT_DETAIL
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Inquire, FSA Payment Review, FSA Payment Review • Compensate Employees, Administer FSA (US), Inquire, FSA Payment Review, FSA Payment Details • Compensate Employees, Administer FSA (CAN), Inquire, FSA Payment Details, FSA Payment Review • Compensate Employees, Administer FSA (CAN), Inquire, FSA Payment Details, FSA Payment Details
Access Requirements	Enter the employee ID.

FSA Payment Review

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

Check Details View All First ◀ 1 of 1 ▶ Last

Form ID: KUJFSA **Check #:** 1001 **Check Dt:** 02/01/2000

FSA ChkAmt: 500.00 **Paymt Stat:** Paid **Calendar Year:** 2000

Plan Type: FSA Health **Benefit Plan:** KUHFSFA

Claims Paid by Check View All First ◀ 1-2 of 2 ▶ Last

Claim ID	FSA Claim Status	Claim Approved Amount	Paid To Date	Claim Amount Paid
00010001	Fully Processed	350.00	350.00	350.00
00010002	Fully Processed	150.00	150.00	150.00

FSA Payment Details page

The system displays payment amounts by **Check #, Check Date, and Check Amount**. The **Status** field on the *outer* scroll bar refers to the payment status:

<i>Pay This Run</i>	Indicates that payment has been calculated and authorized but a check has not yet been printed.
<i>Reversed</i>	Indicates that a payment that was canceled before a check (although a check number has still been allotted).
<i>Paid</i>	Indicates that a check has been printed.
<i>Void</i>	Indicates that a check has been printed and subsequently voided.

Year-to-Date Activity - FSA Year-to-Date Activity Page

Usage	Use the Year-to-Date Activity - FSA Year-to-Date Activity page to view all year-to-date data for an employee.
Object Name	FSA_YTD_ACTIVITY

Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Inquire, Year-to-Date Activity, FSA Year-to-Date Activity • Compensate Employees, Administer FSA (CAN), Inquire, Year-to-Date Activity, FSA Year-to-Date Activity
Access Requirements	Enter the employee ID.

FSA Year-to-Date Activity

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

FSA Plan View All First ◀ 1 of 2 ▶ Last

Plan Type: Flex Spending Health - U.S.

Year-to-Date Details View All First ◀ 1 of 2 ▶ Last

Coverage Begin Date: 01/01/2000 **Effective Date:** 01/01/2000

Benefit Plan: KUHFSA Healthcare FSA

Employee Status: Active

***FSA Account Status:** Active

Submitted Amount YTD:	1530.00	Annual Pledge:	2000.00	Total Contributions:	679.28
Approved Amount YTD:	1530.00	Approved Amount YTD:	1530.00	Paid Amount YTD:	1530.00
Paid Amount YTD:	1530.00	Approved But Unpaid:	0.00	Amount Available:	470.00
				Account Balance:	-850.72

Year-to-Date Activity - FSA Year-to-Date Activity page

FSA Account Status displays the status of this account. The system maintains the **FSA Account Status**, but you can update it. You might do so if you decide to close an account before the end of the year, although this would typically be accomplished by terminating the employee’s FSA election using the Base Benefits.

Reversing Checks and Claims

You will occasionally encounter situations where FSA payment checks or claims have been entered erroneously. You’ll handle these situations with processes that reverse the offending checks and back out the incorrectly entered claims, returning the FSA account to the state it was in before the checks and/or claims were entered into the system. The two reversal processes that we deliver with FSA Administration are FSA Check Reversal and FSA Claim Reversal.

FSA Check Reversal - Check Reversal Process Page

Usage	The FSA Check Reversal process reverses FSA payment checks that were created in error. You’ll use the Check Reversal run control to set up and run this process.
Object Name	RUNCTL_FSA006

Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Process, FSA Check Reversal, FSA Check Reversal Process • Compensate Employees, Administer FSA (CAN), Process, FSA Check Reversal, FSA Check Reversal Process
Access Requirements	Enter the Run Control ID.

FSA Check Reversal Process - Check Reversal Process page

Reverse Details

Form ID, **Check #** (check number), **Check Dt** (check date)

To set up the FSA Check Reversal process run control, enter the **Form ID**, **Check #**, and **Check Dt** of the check you want to reverse.

Issued To/Claim Details

If there is claim payment information related to the check you identify, the **Issued To** and **Claim Details** group boxes will automatically populate. The **Issued to** group box enables you to verify that the correct check has been specified. The **Claims Details** group box provides a list of all claims paid by the check specified.

The FSA Check Reversal process will reverse an FSA check by distributing the reimbursement amount back to each of the claims that were paid by the check. Each claim's **Paid-To-Date** field is reduced by the amount paid to it by the reversed check, and the claim's **Status** is reset to **Pending** so that it will be picked up during the next run of FSA Processing. The check's **Status** will be set to **Reversed**, if it has not yet been printed, or to **Void**, if it has been printed. Lastly, the FSA Account (as represented by the highest elected FSA Benefit record for the calendar year) is adjusted, to reflect a reduced **Paid Year-To-Date** field.

Click **Run** to run this request. Process Scheduler runs the Check Reversal process at user-defined intervals.



For more information about the use of the Process Scheduler, see Process Scheduler.

FSA Claim Reversal - FSA Claim Reversal Process Page

Usage	The FSA Claim Reversal process is similar to the FSA Check Reversal process except that it handles the reversal of the checks that are associated with an erroneously entered claim, and then backs out the claim itself. You'll use the FSA Claim Reversal run control to enter the parameters for the process.
Object Name	RUNCTL_FSA007
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Process, FSA Claim Reversal, FSA Claim Reversal Process • Compensate Employees, Administer FSA (CAN), Process, FSA Claim Reversal, FSA Claim Reversal Process
Access Requirements	Enter the Run Control ID.

FSA Claim Reversal - FSA Claim Reversal Process page

Reverse this FSA Claim

EmplID/Plan Type/Claim ID

Identify the FSA claim you want to reverse by entering the **Employee ID**, **Plan Type**, and **Claim ID** associated with the claim.

Svc From (service from), To

The **Svc From** and **To** dates provide additional information, to provide verification that the correct claim was specified.

Claim Status, For

Claim Status and **For** (claim amount) also provide additional information, to provide verification that the correct claim was specified.

When you succeed in identifying an existing claim, the **Claim Reversal Details** and **Add'l Claims**, which will be affected (additional claims which will be affected), group boxes will be populated.

Claim Reversal Details

The **Claim Reversal Details** group box will contain a list of all checks that reimbursed portions of the claim specified. Each of those checks must be reversed before the specified claim as a whole can be reversed. The Claim Reversal process will perform this step as required.

Add'l Claims which will be affected

The **Add'l Claims which will be affected** group box provides a list of all FSA claims that will be affected when the above checks are reversed. This is an unavoidable side effect. Additional claims are held, and any reversed amounts will be paid during the next run of the FSA process.

When you run FSA Claim Reversal, the process will reverse the FSA claim, first by reversing every check that reimburses that claim and then by backing out the claim itself. The claim's **Paid-To-Date** field is cleared, the claim is given a **Status** of **Reversed**, and the claim's **Submitted** and **Approved** amounts are subtracted from the committed FSA Account balances (as represented by the highest elected FSA benefit record for the calendar year).

Click **Run** to run this request. Process Scheduler runs the FSA Claim Reversal process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Accounting for Funds

At the end of each quarter, you'll produce quarterly statements for the employees, to provide them with a record of their FSA transactions.

After you complete all prior-year processing, typically at the end of the first quarter of the current year, you close prior year FSA accounts and produce a report of prior-year activity. The report serves as an audit trail.

Preparing Quarterly Balance Statements

To prepare quarterly employee statements, initiate the Quarterly Account Register process from the Reports menu. These statements show employees important information about their accounts—the annual pledge, contributions, and claims paid.



The Canadian version of the FSA Quarterly Statement gives users the opportunity to have the system either **Only report high-level Claim information on Statement** or **Include full Details (per line item) on Statement**.



For more information and a sample Flexible Spending Account Quarterly Statement, see FSA Administration Reports.

Account Closure FSA Account Closure Process Page

Usage	<p>Employees typically have a grace period after the end of the year to submit claims for the prior year. During the grace period, you can process claims for both the prior year and the current year. Once you complete all prior year processing, you close the prior year.</p> <p>To perform the close process, select Account Closure from the Reports menu. It changes the Account Status to Closed for all accounts with coverage periods in the year prior to the date you initiate the close process.</p>
Object Name	RUNCTL_FSA002CN
Navigation	Compensate Employees, Administer FSA (CAN), Report, Account Closure, FSA Account Closure Process
Access Requirements	Run Control ID

Account Closure - FSA Account Closure Processes page

The Account Closure process also produces a report of prior year claim activity, detailing data such as employee pledge amounts, contributions, claims paid year-to-date, amounts forfeited, and excess payments.

Use the options to select whether you want the system to print a **Pre-Closure report only** (do not close FSA accounts) or a **Close and Report all FSA accounts for the Calendar Year**. If you run the Account Closure process with the **Pre-Closure report only option** selected, the system will generate a *pre-closure* report and leave the **FSA Account Status** unchanged. This enables you to run the report at any time and get a preview of the company’s overall FSA program status.

If you select the **Close and Report all FSA accounts for the Calendar Year** option, *all* prior-year accounts will be closed permanently.

Click **Run** to run this request. Process Scheduler runs the Account Closure process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler. For more information and a sample Flexible Spending Account Closure report, see FSA Administration Reports.

FSA Administration Reports

When it comes to reporting, you couldn't ask for more versatility. PeopleSoft applications offer a wide range of query and reporting possibilities, from the standard reports we deliver to the reporting tools you can use to create new reports from scratch.

Your database contains a wealth of information that you've carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. Our reporting capabilities enable you to access the data you need and present it in the form that is most useful for those who depend on you for financial and management information.

And the tools are easy to use. You no longer have to rely on technical support staff to create queries or reports for you. That means you can get all the information you need, when *you* need it.

PeopleSoft Reporting Tools

We deliver PeopleSoft applications with a set of standard reports that provide the kind of business information many companies need. Running a report is as easy as selecting it from a menu and entering any necessary parameters. But for those of you who want to modify our standard reports, create your own reports, or reformat report output, we offer a variety of reporting tools.

PeopleSoft Query

We designed PeopleSoft Query to help you create and run database queries without having to write SQL statements. You can extract the precise data you want, using visual representations of your PeopleSoft database. The queries can be as simple or as complex as necessary, and they can be one-time, ad hoc queries or queries that you'll use repeatedly.

PeopleSoft Query is more than just a reporting tool. You can use it to create queries for a variety of purposes:

- **To display data in a list box.** You can run queries within Query itself, displaying the result set in a list box for review. This option is useful when you are refining your queries.
- **To search for records.** Many of the search dialog boxes in PeopleSoft applications enable you to select a predefined query or create a new one, rather than enter search criteria for the records you want to find.
- **To check the database for conditions that trigger workflow events.** Using PeopleSoft Workflow, you can specify that certain conditions—say, the presence of a new employee—

cause the system to send an email to someone or put an entry on someone's worklist. You write queries to detect those conditions, and then you schedule database agents to run them periodically.

Crystal Reports

Crystal Reports Pro™ for Windows is a versatile report formatter from Crystal Services. Combined with our Query-to-Crystal Interface, Crystal helps you generate clear and easy-to-read reports containing data from PeopleSoft applications. You can use it to generate the standard reports we've already created or to create your own custom reports.

Query and Crystal are linked together, seamlessly. Once you build a query, you can use Crystal to create reports, mailing labels, or forms. You can quickly and easily lay them out, using a variety of fonts, borders, and other special effects.

PeopleSoft nVision

PeopleSoft nVision is a sophisticated tool for creating business reports in Microsoft Excel. Working within Excel, you create a report layout that defines both the data to retrieve and the format of the report.

Reporting with PeopleSoft nVision goes well beyond simply formatting the results of a query. You can create report layouts that summarize information from your PeopleSoft database, and also enable you to interactively *drill down* to the supporting details. You can share report layouts across multiple companies without changing the data-retrieval criteria.

And PeopleSoft nVision provides you with *data on demand*, so you don't have to wait for batch reports for the information you need. Since everything runs online right from your spreadsheet application, there's less paper tracking. You're one step closer to a paperless office.



In PeopleSoft PeopleTools, when you attempt to view nVision reports from buttons, the PeopleSoft Configuration Manager for nVision must have the report instance pointing to C:\user\nvision\instance, to match up with the macro in order to run the report.

Structured Query Reports

One of the most versatile approaches to reporting is the MITI Structured Query Report Writer. This tool can extract data from any SQL-based relational database and print or display it in a prescribed format. We've created a variety of standard structured query reports (SQRs) that summarize table information and data. You can use these reports as is, customize them, or, if needed, create your own. You can create tabular, single- or multiple-page reports, and form letters. You can also use SQR to make global updates to your database, load and unload tables, and perform interactive queries.



For more information about PeopleSoft reporting tools, see PeopleSoft Reporting Tools.

Process Scheduler

The Process Scheduler is not a reporting tool *per se*, but it plays an important role in PeopleSoft reporting. The Process Scheduler is the part of the system that actually runs most of the reports. When you request one of the standard reports, you're really asking the Process Scheduler to run it for you.

The Process Scheduler is a PeopleTool that performs tasks *behind the scenes* of your application. It can run several kinds of processes—COBOL programs, database queries, reports—on a regular schedule or at your request. Furthermore, it can run the processes at your workstation or on a server. The Process Scheduler handles reports because you would typically like the system to generate the report while you continue to work on something else. The Process Scheduler also enables you to track the status of the report.



For more information about Process Scheduler, see Process Scheduler.

Identifying Reports

As a benefits professional, you need quick access to data so that you can make informed decisions and plan policy changes. To assist you in every aspect of benefits administration, PeopleSoft Human Resources Base Benefits, Benefits Administration, and FSA Administration provide a plethora of standard reports in various forms: SQRs, queries formatted in Crystal Reports Pro™ for Windows, and letter merges in Microsoft Word for Windows. You can view them online or print them immediately. And if you require a large volume of reports at the same time, you can set up processing schedules to run and print them later.

Summaries and Samples

The following lists describe all the reports currently available for PeopleSoft Human Resources Base Benefits, Benefits Administration, and FSA Administration. For each report, we provide a summary page, to give you an idea of what it contains, and a sample report page, to show you how it looks.



When reviewing the report descriptions in this documentation, please keep in mind that the samples are just that—samples. Note that we've included only enough data to show you their structure—column and row labels, totals, and representative information. Where necessary, to create a one-page sample, we've reduced lengthy reports so that they fit on one page. Totals may not match the column content, and page breaks may be missing.

Lists of PeopleSoft FSA Administration Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Window</i>
Flexible Spending Account Closure	FSA002	Compensate Employees, Administer FSA, Report
Flexible Spending Account Check Print	FSA003	Compensate Employees, Administer FSA, Report
Flexible Spending Account Check Register	FSA004	Compensate Employees, Administer FSA, Report
Flexible Spending Account Quarterly Statement	FSA005	Compensate Employees, Administer FSA, Report

Accessing Report Samples

For samples of reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users.)

Flexible Spending Account Closure

When you initiate this SQR (structured query report), the system updates the account status to Closed for FSA participants who had an active Flexible Spending Account at the end of the calendar year. The system also creates the annual account closure statement.

The annual account closure statement includes: plan type, benefit plan, employee ID, employee name, FSA account status, annual pledge, FSA contribution and amount paid year-to-date, forfeited amounts, and excess payments.

This report provides you with an audit trail of account information for a plan year. Using this report, you can review annual pledge amounts, contributions, claims paid, forfeited amounts, and excess payment amounts for employees, and you can view program and plan totals for these categories. You might use this information to analyze the utilization of your various FSA benefit plans. Over time, you might gain information about which plans are most appreciated by employees and how you might structure FSAs to meet employee needs.

Account Closure - FSA Account Closure Process Page

Usage	Use the FSA Account Closure Process page to initiate an SQR that updates the account status to Closed for FSA participants who had an
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	active Flexible Spending Account at the end of the calendar year. The system also creates the annual account closure statement.
Object Name	RUNCTL_FSA002
Navigation	Compensate Employees, Administer FSA (US), Report, Account Closure, FSA Account Closure Process
Access Requirements	Enter a run control ID.

Account Closure - FSA Account Closure Process page

- Run Control ID** The system displays the run control ID you entered to access the page.

- Report Manager** Click **Report Manager** to display the Report List or Archived Reports pages.

- Process Monitor** Click **Process Monitor** to display the Process List or Server List pages.

- Run** Click **Run** to run this request. Process Scheduler runs the process at user-defined intervals.

- Pre-Closure report only (do not close FSA accounts)** Select this option if you only want a list of accounts that will be closed for the current calendar year. The system prints the report, but does not close the accounts.

- Close and Report all FSA accounts for Calendar Year** Select this option if you want thy system to close the accounts for the current calendar year and print the report.

Click **Run** to run this request. Process Scheduler runs the FSA Account Closure process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Flexible Spending Account Closure Report

Description	<p>This report provides you with an audit trail of account information for a plan year. With this report, you can review annual pledge amounts, contributions, claims paid, forfeited amounts, and excess payment amounts for employees, and you can view program and plan totals for these categories.</p> <p>You might use this information to look at how various FSA benefit plans are used. Over time, you might gain information about which plans are most appreciated by employees and how you might structure FSAs to meet employee needs.</p>
Report ID	FSA002
Type of Report	SQR
Source	RUNCNTL_FSA002
Sorted By	Benefit Program, Plan Type, Benefit Plan, Employee ID

Flexible Spending Account Check Print

The Flexible Spending Account Check process prints FSA claim checks for records flagged during FSA claims processing. The system prompts you for the form ID for the required check stock. You must run the FSA check print for each check stock you use. You can run up to two calendar plan years and multiple benefit programs at the same time, as long as only one type of check stock is required.

The check printing process prints FSA claim checks for records flagged in FSA001. The system prompts you for the form ID for the required check stock. If you have different check forms, you must run the claim process for each check form that is different. You can run a single claim process for up to two calendar plan years and multiple benefit programs, as long as the check form ID is the same.

You will need to initiate a separate SQR to prepare your system for FSA claim payments, before you initiate check printing and the associated reports and statements.

Check Print - FSA Check Printing Page

Usage	Use the Flexible Spending Account Check process to print FSA claim checks for records flagged in FSA001. If you use more than one type of check stock, you must run this process for each type of check stock.
Object Name	RUNCTL_FORM_ID
Navigation	Compensate Employees, Administer FSA (US), Report, Check

	Print, FSA Check Printing
Prerequisites	Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.
Access Requirements	Enter a run control ID.

FSA Check Printing page

Run Control ID The system displays the **Run Control ID** you entered to access the page.

Report Manager Click **Report Manager** to display the Report List or Archived Reports pages.

Process Monitor Click **Process Monitor** to display the Process List or Server List pages.

Run Click **Run** to run this request. Process Scheduler runs the process at user-defined intervals.

Report Request Parameters

Form ID Select the check stock you want to use for the check run. You set up the ID for the checks on the Form Table Page.

Click **Run** to run this request. Process Scheduler runs the FSA Check Printing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

FSA Check Print

Description	This report prints the FSA claim checks.
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Report ID	FSA003
Type of Report	SQR
Parameters	Enter the run control ID and the form ID.
Source	RUNCTL_FORM_ID
Sorted By	Form ID, Calendar Year, FSA Run ID

Flexible Spending Account Check Register

This report prints a list of checks printed by the Flexible Spending Account Check Print report (FSA003). The system prompts you to identify the check stock form ID used for the check print.

For each check printed, the report shows the check number, check date, check amount, name, employee ID, plan type, plan name, and benefit plan. It inserts page breaks and supplies totals at the benefit year, plan type, and benefit plan levels.

Check Register - FSA Check Register Page

Usage	Use the FSA Check Register page to print a list of checks printed by the FSA Check Print Report.
Object Name	RUNCTL_FSA004
Navigation	Compensate Employees, Administer FSA (US), Report, Check Register, FSA Check Register
Prerequisites	Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.
Access Requirements	Enter a run control ID.

FSA Check Register

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Form ID:

Calendar Year: (Leave blank to include all open Years)

Benefit Program: (Leave blank to include all programs using above Form ID)

Check Dt on or after: (Leave blank to include all issued for the Year)

FSA Check Register page

Run Control ID The system displays the **Run Control ID** you entered to access the page.

Report Manager Click **Report Manager** to display the Report List or Archived Reports pages.

Process Monitor Click **Process Monitor** to display the Process List or Server List pages.

Run Click **Run** to run this request. Process Scheduler runs the process at user-defined intervals.

Report Request Parameters

Form ID Select the check stock you want to use for the check run. You set up the ID for the checks on the Form Table Page..

Calendar Year Enter the **Calendar Year** for this report.

Benefit Program Select the **Benefit Program** to be included in the report.

Check Dt on or after (check date on or after) Enter the date on which the checks are to be printed.

Click **Run** to run this request. Process Scheduler runs the FSA Check Register process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

FSA Check Register

Description	This report prints the FSA check register for the printed FSA checks.
Report ID	FSA004
Type of Report	SQR
Parameters	Enter the form ID, calendar year, benefit program, and check date.
Source	RUNCTL_FSA004
Sorted By	Calendar Year, Benefit Program, Plan Type, Benefit Plan

Flexible Spending Account Quarterly Statement

This report creates and prints quarterly statements for FSA participants who have had activity in one of their spending accounts during the current quarter.

The statements are for your employees, showing them the status and activity of health care and dependent day care FSA accounts, including the annual pledge amount, claims paid in prior quarters, claims paid this quarter, amount available for additional claims, pay period contribution amount, and year-to-date contributions. It also shows claims approved but unpaid and claims approved and paid at both the beginning and the end of the quarter.

You might also review this information to ascertain how your employees are using their FSA plans. For example, you might determine utilization patterns based on the time of year, most used plan types, such as orthodontia, types of claims that are denied, and so on. Based on this information, you might want to expand FSA communication with employees or make changes to plan benefits, to more closely match employee concerns.

Quarterly Account Statement - FSA Quarterly Statement Page

Usage	This report creates and prints quarterly statements for FSA participants who have had activity in one of their spending accounts during the current quarter.
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer FSA (US), Report, Quarterly Account Statement, FSA Quarterly Statement • Compensate Employees, Administer FSA (CAN), Process, FSA Claims Processing, FSA Claim Payment Process
Prerequisites	Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.
Access Requirements	Enter a run control ID.

FSA Quarterly Statement		
Run Control ID: 1	Report Manager	Process Monitor
		<input type="button" value="Run"/>

FSA Quarterly Statement page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Click **Run** to run this request. Process Scheduler runs the FSA Quarterly Statement process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

FSA Account Quarterly Statement

Description	This report prints the FSA check register.
Report ID	FSA005
Type of Report	SQR
Source	PCRRNCNTL
Sorted By	Calendar Year, FSA Run ID

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