

PeopleSoft®

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PeopleSoft 8.8  
FSA Administration PeopleBook

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**December 2002**

PeopleSoft 8.8  
FSA Administration PeopleBook  
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# About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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**Note.** PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

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

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

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## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, 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.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

### Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

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**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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### See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

### Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

### Web

From the Documentation section of the PeopleSoft Customer Connection Website, access the PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

## Telephone

Contact CPI at 800 888 3559.

## Email

Send email to CPI at [psoftpress@cc.larwood.com](mailto:psoftpress@cc.larwood.com).

## See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

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# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

## Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
<b>Bold</b>	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	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.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>
(ISO)	<p>Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses.</p> <p>The code for the U.S. federal government is USF; the code for education and government is E&amp;G, and the country codes from the International Standards Organization are used for specific countries. Here is an example:</p> <p>(DEU) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.</p>
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

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**Note.** Example of a note.

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A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

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**Important!** Example of an important note.

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## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

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**Warning!** Example of a warning.

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## Comments and Suggestions

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

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

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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## Common Elements in These PeopleBooks

<b>As of Date</b>	The last date for which a report or process includes data.
<b>Business Unit</b>	An ID 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.
<b>Description</b>	Enter up to 30 characters of text.
<b>Effective Date</b>	The date on which a table row becomes effective; the date that an action begins. For example, 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 or panels and batch processes that use the information use the current row.
<b>Once, Always, and Don't Run</b>	<p>Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>

<b>Report Manager</b>	Click to access 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).
<b>Process Monitor</b>	Click to access the Process List page, where you can view the status of submitted process requests.
<b>Run</b>	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
<b>Request ID</b>	An ID that represents a set of selection criteria for a report or process.
<b>User ID</b>	An ID that represents the person who generates a transaction.
<b>SetID</b>	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
<b>Short Description</b>	Enter up to 15 characters of text.

### **See Also**

*Using PeopleSoft Applications*

*PeopleSoft Process Scheduler*

# PeopleSoft Flexible Spending Administration

## Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

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**Note.** This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

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## PeopleSoft Application Fundamentals

The *PeopleSoft Flexible Spending Administration (FSA) PeopleBook* provides you with implementation and processing information for your PeopleSoft FSA system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

*PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS application you are implementing, 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.

### See Also

*PeopleSoft Application Fundamentals for HRMS PeopleBook*

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## PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

Chapters	Description
Preface	<p>This is the chapter you're reading now. It explains:</p> <ul style="list-style-type: none"> <li>• How to use the Application Fundamentals book.</li> <li>• How PeopleBooks are structured.</li> <li>• Common elements that are used in the PeopleBook. For example, if a data field is used on multiple pages, it might be defined only once in this chapter rather than repeatedly throughout the book.</li> </ul>
Getting Started With...	<p>This chapter discusses application implementation guidelines. It explains:</p> <ul style="list-style-type: none"> <li>• The business processes documented within the book.</li> <li>• Integrations between the application and other applications.</li> <li>• A high-level guide to how our documentation maps to the overall implementation process; it does not offer step-by-step guidance on how to perform an actual implementation.</li> </ul>
Understanding...	<p>This is an introductory chapter that broadly explains the application and the functionality within the application.</p>
Setup and Implementation	<p>This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the application. For example, if functionality X is part of a application, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality.</p> <p><b>Note.</b> There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.</p>

Chapters	Description
Business Process	<p>This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of an application, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality.</p> <p><b>Note.</b> There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.</p>
Appendixes	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the application's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

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## Common Elements Used in This PeopleBook

**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.



Indicates this field operates in deferred mode. Deferred mode means the system does not automatically validate the field. You can validate the field by when you click this button or when you click the Save button.



# CHAPTER 1

## Getting Started With PeopleSoft Flexible Spending Administration

This chapter provides an overview of PeopleSoft Flexible Spending Administration business processes and discusses PeopleSoft Flexible Spending Administration implementation tasks.

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### PeopleSoft Flexible Spending Administration Business Processes

PeopleSoft Flexible Spending Administration business processes include:

- Track FSA pledges.
- Process claims.
- Disburse monies.
- Report FSA activity and close accounts.

We cover the Flexible Spending Administration business process in the business process chapters in this PeopleBook.

---

### PeopleSoft Flexible Spending Administration Implementation

The PeopleSoft Flexible Spending Administration table-loading implementation includes setting up the following:

- PeopleSoft HRMS fundamental tables.
- PeopleSoft FSA Administration core tables.
- Optional supplier tables.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and table-loading sequences.

---

**Important!** The order in which you set up the tables that are required to implement PeopleSoft eBenefit may vary. The order may depend on the features that you want to use and whether you are implementing more than one PeopleSoft application. The information provided in this chapter offers a high-level guide of how our documentation maps to the overall implementation process; it does not offer step-by-step guidance on how to perform an actual implementation.

---

## Setting Up PeopleSoft HRMS Fundamental Tables

PeopleSoft Flexible Spending Administration requires the setup of fundamental HRMS tables that are common to multiple HRMS applications. The information defined in these tables is the basis for the PeopleSoft Flexible Spending Administration setup.

Step	Reference
1. Set up the HRMS fundamental tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Getting Started With PeopleSoft HRMS"</i>
2. Set up the HR foundation tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Getting Started With PeopleSoft HRMS"</i>

## Setting Up PeopleSoft FSA Administration Core Tables

The steps discussed in this section suggest an order in which you define the information in your FSA Administration core tables. The information that you defined in your global tables lays the foundation for this setup.

Step	Reference
1. Activate FSA on the Installation table.	<u>Chapter 3, "Designing PeopleSoft Flexible Spending Administration," Activating PeopleSoft FSA, page 8</u>
2. Define FSA check forms.	<u>Chapter 3, "Designing PeopleSoft Flexible Spending Administration," Setting Up Form IDs, page 9</u>
3. Define business rules for benefit programs.	<u>Chapter 3, "Designing PeopleSoft Flexible Spending Administration," Adding Business Rules for Benefit Programs, page 9</u>

## CHAPTER 2

# Understanding PeopleSoft Flexible Spending Administration

This chapter discusses:

- PeopleSoft Flexible Spending Administration integrations.
- The PeopleSoft benefits solution.
- Using multiple currencies.
- Setting up PeopleSoft FSA.
- Performing benefits processes.
- Administering PeopleSoft FSA.

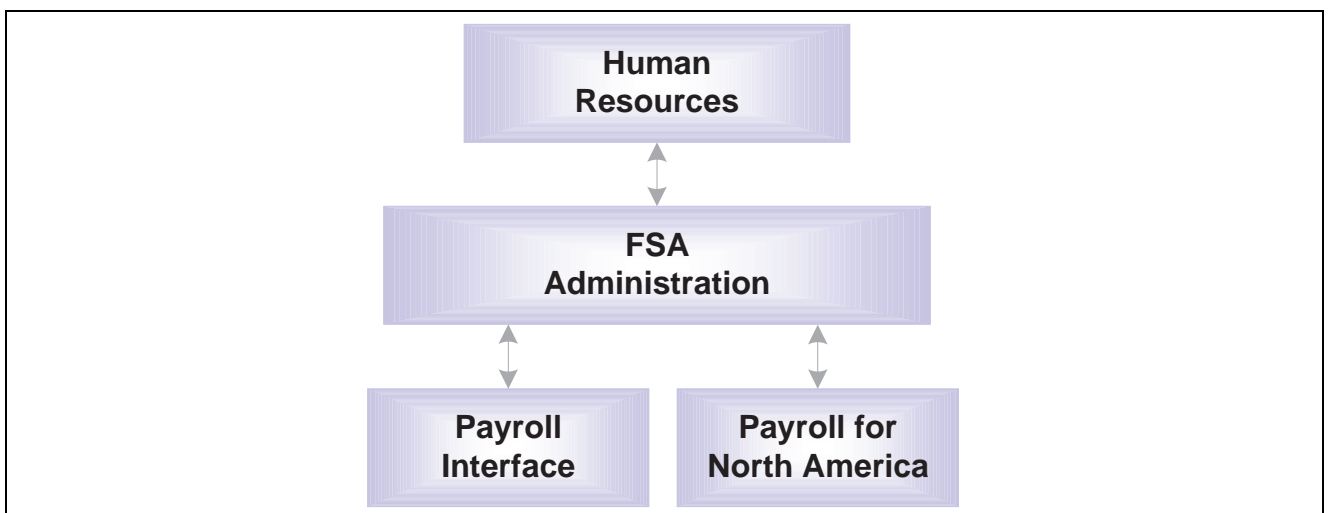
---

**Note.** PeopleSoft FSA Administration is a supplement to the Manage Base Benefits business process. You cannot run the processes and procedures in this book until you set up Manage Base Benefits.

---

## PeopleSoft Flexible Spending Administration Integrations

PeopleSoft Flexible Spending Administration integrates with the following PeopleSoft applications:



FSA Application Integration

We cover integration considerations in the implementation chapters in this PeopleBook.

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## The PeopleSoft Benefits Solution

PeopleSoft Human Resources, our *base* application, enables you to manage employee benefits such as health, life, and disability. If your organization requires more sophisticated processing-automated eligibility checking, enrollment management, and flexible credits-add PeopleSoft Benefits Administration. If your North American organization administers employee flexible spending account (FSA) claims, then add PeopleSoft FSA.

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

- 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.

---

## Using Multiple Currencies

When you work with multiple currencies for an employee, be aware that PeopleSoft FSA does not 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 cannot perform a currency conversion.

### See Also

*PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Working With Currencies”

---

## Setting Up PeopleSoft FSA

When working with PeopleSoft tables, remember that as you define your FSA benefit offerings, your goal is to build the benefit programs that your organization offers, because benefit programs *tie together* the data that you enter.

To prepare the system for processing FSA claims, U.S. organizations use Benefit tables. For example, using the Benefit Program Table you can define a maximum pledge amount for the participants whom you enroll in a specific benefit program and define different rules for different benefit programs. Using other tables, you can define rules for claim processing.

---

## Performing Benefit Processes

Once you define FSA healthcare and dependent care benefit plans, associate them with the appropriate benefit programs and enroll employees.

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

### **See Also**

*PeopleSoft 8.8 Benefits Administration PeopleBook*, “Preparing for Open Enrollment and Event Maintenance”

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## **Administering PeopleSoft FSA**

PeopleSoft FSA is designed for companies located in the United States and Canada. Use PeopleSoft FSA to administer healthcare and dependent-care FSA claims and 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.
- Schedule claims processing based on your operational needs and view the year-to-date status of employee FSA accounts.
- Use a minimum check option. Selecting this option automatically puts claims below the minimum into a pending file. When the total of pending claims reaches the minimum, the system processes a check for the employee.
- Process pending claims. For example, if an employee submits a claim for more than the amount in the FSA account, you can pay the claim and hold the excess in a pending account.



## CHAPTER 3

# Designing PeopleSoft Flexible Spending Administration

This chapter provides an overview of designing FSA Administration and discusses how to set up FSA Administration.

---

## Understanding the Design of PeopleSoft Flexible Spending Administration

PeopleSoft FSA enables your organization to define a unique flexible spending benefit offering structure that integrates with your overall enterprise benefit program. After designing your FSA structure, use the Administration component to administer health care and dependent-care claims for the US and Canada.

Design your PeopleSoft FSA system to:

- Activate FSA Administration.
- Setup a form ID for each kind of FSA check stock.
- Define FSA business rules for benefit programs.

---

## Setting Up Flexible Spending Administration

This section provides an overview of the FSA setup process and discusses how to:

- Activate FSA.
- Setup form ID's.
- Add business rules for benefit programs.

To set up FSA:

1. Use the Installation Table - Products Page to activate FSA Administration.

Define FSA Administration only one time, during implementation.

2. Use the Form Table Page to define the forms for printing FSA checks.

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

### 3. Define business rules for each benefit program.

Process claims according to the benefit program. For example, for one claim-processing cycle, you might include two benefit programs, while for another, you might select one program.

### See Also

*PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Installing PeopleSoft HRMS,” Setting Up Implementation Defaults

## Pages Used to Setup Flexible Spending Administration

Page Name	Object Name	Navigation	Usage
Installation Table – Product	INSTALLATION_TBL1	Set Up HRMS, Install, Installation Table	Activate FSA Administration.
Form Table	PAY_FORM_TABLE	Set Up HRMS, Product Related, Base Benefits, FSA, Check Form Table	Set up a Form ID, before processing claims, for each kind of FSA check stock that your organization uses.  If your organization implements PeopleSoft Payroll, some forms already might be set up. Your payroll department uses this same table to define stock for pay checks.
FSA Run Process Table	FSA_RUN_TABLE	Set Up HRMS, Product Related, Base Benefits, FSA, FSA Run Table	Define an FSA Run ID for each benefit program for which you administer FSA claims.
Benefit Program	BEN_PROG_DEFN1	Set Up HRMS, Product Related, Base Benefits, Program Structure, Benefit Program Table	Define basic benefit program information.
Benefit Program – Plan Type and Option	BEN_PROG_DEFN2	Click the Plan Type and Options tab from the Benefit Program page.	Link plan types to the benefit program.
Benefit Program – Cost	BEN_PROG_DEFN3	Click the Cost tab from the Benefit Program page.	Link a benefit program and plan type to rate and calculation rules.

## Activating PeopleSoft FSA

This section describes how to activate FSA.

To activate FSA:

1. Access the Installation Table - Products page.
2. Select the FSA Claims Administration check box in the Installed Products group box.

Once selected, the FSA Administration fields are available on the Benefit Program Table, where you define benefit program business rules for FSA claim processing.

## Setting Up Form IDs

Access the Form Table page.

The screenshot shows the 'Form Table' page with a tab labeled 'Form Table'. Below the tab, the 'Form ID' is 'B-FSCK'. A section titled 'Form Details' contains the following fields:

- \*Description:** FSA Checks
- Short Description:** FSA Checks
- Last Form Number Used:** 56013

Form Table page

If you use several check stocks for FSA Administration, set up a *Form ID* for each one.

**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 this field each time you print checks using the stock. You can update the *Last Form Number Used* if numbers are out of sequence, which can happen if you delete a form.

## Adding Business Rules for Benefit Programs

Access the Benefit Program page.

The screenshot shows the 'Benefit Program' page with tabs for 'Benefit Program', 'Plan Type and Option', and 'Cost'. The 'Benefit Program' tab is active, showing the following details:

- Benefit Program:** B04
- Effective Date:** 01/01/1990
- Status as of Effective Date:** Active
- \*Description:** BAS Eligibility 4
- Program Type:** Automated
- Short Description:** BAS Elig 4
- Currency Code:** USD

Additional sections include:

- Dependent Limits:**
  - Dependent Age Limit: 25
  - Student Age Limit: 19
  - Exclude Disabled from Age Lmt.
  - Dep Ineligible if Married
- COBRA:**
  - COBRA Surcharge %: 2
  - COBRA Disabled Surcharge %: 50
- FMLA:**
  - FMLA Plan ID: KUC Calendar
- Benefits Administration:**
  - Apply Excess Credits to: Cash
- FSA:**
  - Flexible Spending Acct Run ID: 001
  - FSA Minimum Check Amount: 0.00
  - FSA Maximum Annual Pledge: 999999.99
- Self-Service Configuration:**
  - Show Credits on Enrollmnt Form
  - Include Can Sales Tax on Form
  - Cost Freq on Enrollment Form: Annual
  - Handbook URL ID: [Empty]

Benefit Program page

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

Each time you initiate claim payment processing, identify the run ID for that cycle. The system processes claim data for employees in the benefit programs with those run IDs.

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

Enter for employees in the benefit program. This is the minimum amount for which you print a check.

**FSA Maximum Annual Pledge** (flexible spending account minimum annual pledge)

Define the maximum annual pledge amount for employees in the benefit program. For a plan year, this is the total maximum that an employee can pledge for both healthcare and dependent care FSAs.

## CHAPTER 4

# Managing PeopleSoft Flexible Spending Administration

This chapter provides an overview of administering PeopleSoft FSA Administration and discusses how to:

- Enter health care claim data for U.S.
- Enter claim data for Canada.
- Process FSA claim payments.
- View claim and payment details.
- Reverse checks and claims.
- Report and close FSA accounts.

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## Understanding PeopleSoft Flexible Spending Administration

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

### Processing Payments

Payment processing is based on the one or more benefit programs that you group together and the plan year that you identify. You can simultaneously run payment cycles. Scheduling frequent payment processing is to your advantage because employee year-to-date information remains current.

The following chart gives you an overview of FSA Administration processing:

Process	Usage	What the system does
FSA Claims Processing	Process claim payments for the employees in the plan years and benefit programs that you include.	Processes claims and updates claim and payment detail and year-to-date activity. Once you enter claim data, a claim Status of <i>Submitted</i> appears.
Account Closure	Close out previous year accounts, after you have 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.

Process	Usage	What the system does
Check Print	Print checks.	
Check Register	Print check register.	
Quarterly Account Register	Print quarterly balance statements.	
FSA Check Reversal	Reverse paid checks to claims.	<p>If claim is processed and check is not printed, the process sets:</p> <ul style="list-style-type: none"> <li>• Check status to Void.</li> <li>• Claim status to Pended.</li> </ul> <p>If the claim is processed and the check is printed, the process sets:</p> <ul style="list-style-type: none"> <li>• Check status to Reversed.</li> <li>• Claim status to Pended.</li> </ul> <p>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.</p>
FSA Claim Reversal	Reverse an FSA claim and all checks that reimburse that claim.	<p>If the claim is not processed, the process sets the claim to voided.</p> <p>If the claim is processed, but the check is not printed, the process sets:</p> <ul style="list-style-type: none"> <li>• Claim status to Reversed.</li> <li>• Check status to Void.</li> </ul> <p>If the claim is processed and the check is printed, the process sets:</p> <ul style="list-style-type: none"> <li>• Claim status to Reversed.</li> <li>• Check status to Reversed.</li> </ul> <p>Clears claim's Paid-To-Date field, subtracts the claim's Submitted and Approved amounts from the committed FSA account balances. Also lists other claims that are affected by the reversal.</p>

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## Common Elements Used in This Chapter

<b>Calendar Year</b>	Enter the year for which you want to process claims. You can process more than one <i>Run ID</i> for different years in the same payment processing cycle. However, each combination of <i>Calendar Year</i> and <i>Run ID</i> must be unique.
<b>Form ID</b>	Select the stock that you want to use for check printing in this payment cycle.

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## Entering Health Care Claim Data for the U.S.

PeopleSoft FSA Administration starts with your receipt of employee claims. As employees submit claims, use specific health care and dependent care count pages to enter data. Continue entering data and making changes until you're ready to process payments.

Before you process a payment, make changes to claim data using all *participant* pages. Use the participant pages to locate claim and payment data using a variety of search criteria.

This section discusses how to enter health care claim data.

### Pages Used to Enter Health Care Claim Data for the U.S.

Page Name	Object Name	Navigation	Usage
FSA Claims Entry	FSA_CLAIM_ENTRY	Benefits, Admin (Administer) Flex Spending Acc US, Submit Claims, Create FSA Claims	Enter health care claim data for both active and terminated employees.
FSA Participant	FSA_CLAIM_PARTIC	Benefits, Admin (Administer) Flex Spending Acc US, Submit Claims, Modify FSA Claims	Make changes to claim data before you process a payment for a health care claim.

### Entering Health Care Claim Data

Access the FSA Claims Entry page.

FSA Claims Entry

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**\*EmpID:**   Default,Tocurrent4 **Empl Rcd Nbr:**

---

**\*Plan Type:**

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

**Benefit Plan:** **Coverage Begin:** **Deduction Begin:**

**Account Status:** **Annual Pledge:**  **Amount Available:**

Claim Details

---

**Action Date:**  **\*Service Type:**

---

**\*Submitted Amount:**   **\*Submitted Date:**

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

**Approved Amount:**

---

**Patient Code:**   **Name:**  **Service Provider:**

**Comments:**

Save and Add Next

FSA Claims Entry page

The plan type you select determines whether the fields displayed are relevant to health care or dependent care claims. For terminated employees, you can enter claims through the end of the plan year and process claims up to the full annual pledge elected.

**Deduction Begin, Deduction End** The dates on which the first and last deduction can be taken from the participant’s paycheck.

**Coverage Begin, Coverage End** The dates on which FSA coverage begins and ends.

**Account Status** The current status of the account.

**Amount Available** The contribution amount currently in the FSA account.

**Claim Details**

**Claim ID** The system can automatically assign the *Claim ID*. When you enter a new claim, the Claim ID is automatically set to *NEW*; if it is left unchanged, the system replaces 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 displays a message 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** The dates on which the eligible expenses occurred. If you enter service dates that are not within the same calendar year, a warning appears. A warning also appears if the service dates are not within the coverage begin and end dates. Once the *Service From* date is entered, based on the plan year, the system displays the FSA benefit plan data for the employee, including the *Annual Pledge*. Enter the *Annual Pledge* amount when you enroll the employee.

<b>Action Date</b>	The date on which the claim was entered.
<b>Service Type</b>	Select a service type for this claim from the list of available options.
<b>Submitted Amount</b>	Enter the amount submitted on this claim. The system verifies that the <i>Submitted Amount</i> does not exceed the <i>Annual Pledge</i> amount. For Health Care claims, employees can submit amounts that are more than the year-to-date contribution but not more than the <i>Annual Pledge</i> . If the <i>Submitted Amount</i> is more than the <i>Annual Pledge</i> amount, the system pays up to the <i>Annual Pledge</i> amount that is available and rejects the rest of the claim. If the <i>Submitted Amount</i> is more than the year-to-date contribution but less than the <i>Annual Pledge</i> , the system pays the claim. For example, if an employee pledges \$1200 for the year, and submits a claim for \$600 after contributing only \$100, the system pays \$600.
<b>Denied Amount, Denied Date, Reason Denied</b>	Enter values to deny part of or the entire claim based on expenses that are not eligible under Section 125 rules for flexible spending accounts.
<b>Approved Amount</b>	Calculated based on the data that you enter.
<b>Patient Code</b>	<p>For health care claims only: The <i>Patient Code</i>, <i>Name</i>, and <i>Service Provider</i> fields are optional informational fields and are for your use only.</p> <p>If the claim is for the employee, enter the patient code <i>Employee</i>. Other possible values are <i>Dependent</i>, <i>Spouse</i> and <i>[None]</i>.</p> <p>If the <i>Patient Code</i> is <i>Dependent</i> or <i>Spouse</i>, enter the <i>Name</i> of the related person.</p>

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## Entering Claim Data for Canada

Canadian employers use the Canadian Health Care and Canadian Retirement Counseling Data Entry pages. Canadian pages operate much like the U.S. pages described in the preceding sections. There are additional Canadian data entry pages to allow for multiple line items per claim.

This section discusses how to enter claim data for Canada.

## Pages Used to Enter Claim Data for Canada

Page Name	Object Name	Navigation	Usage
Claim Data Entry	HC_CANAD_DATA_ENTY	Benefits, Admin (Administer) Flex Spending Acc CAN, Submit Claims, Create Health Care Claim	Enter a new health care claim and provide details for each claim line item.
Modify Health Care Claims	HC_CANAD_PARTIC	Benefits, Admin (Administer) Flex Spending Acc CAN, Submit Claims, Modify Health Care Claim	Make changes to claim data before you process a payment for a health care claim.
Health Care Participant - Claim Details	HC_CANAD_PARTIC2	Benefits, Admin (Administer) Flex Spending Acc CAN, Submit Claims, Modify Health Care Claim	Change detail information about a particular participant health care claim.
Retirement Counsel Claim Data Entry	RC_CANAD_DATA_ENTY	Benefits, Admin (Administer) Flex Spending Acc CAN, Submit Claim, Create Retirement Counsel Claim	Enter new retirement claims with a detailed level of information.
Retirement Participant - Claim/Comments	RC_CANAD_PARTIC	Benefits, Admin (Administer) Flex Spending Acc CAN, Submit Claim, Modify Retirement Counsel Claim	Review basic claim and comment information for a specific claim.
Retirement Participant - Claim Details	RC_CANAD_PARTIC2	Benefits, Admin (Administer) Flex Spending Acc CAN, Submit Claim, Modify Retirement Counsel Claim	Change detail information about a particular participant retirement counseling claim.

### (CAN) Entering Claim Data

Access the Claim Data Entry page.

(CAN) Claim Data Entry page

The plan type you select determines whether the fields displayed are relevant to health care or retirement care claims.

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

**Total Amt Billed** (total amount billed) Enter an amount for each claim line item.

**Relationship** (Valid for Retirement Claims only) If the claim is for the employee, enter *Employee*. Other values are *Dependent*, *Spouse*, and *[None]*. If the *Relationship* is *Dependent* or *Spouse*, enter the *Name* of the related person.

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 appears on the check stubs for the claimant, along with employee claim information. Special care is required for situations that involve partial payments.

## Processing FSA Claim Payments

For each payment cycle, perform these activities:

- Set up a run control for the payment processing cycle.
- Initiate the PeopleSoft FSA Claims Processing process.
- To process claim payments, initiate PeopleSoft FSA Claims Processing from the Process menu. Based on the run control that you set up, the system processes all claim data with a status of *Submitted*, *Pending*, or *Ready To Pay*.
- During payment processing, the system verifies that claims approved year-to-date do not 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. 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.
- Once the system processes a claim, it changes the claim status from *Submitted* to *Pending*, *Ready to Pay*, or *Fully Processed*.
- 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*.
- Print checks and a check register.

This section discusses how to:

- Print checks.
- Print the check register.

## Pages Used to Process FSA Claim Payments

Page Name	Object Name	Navigation	Usage
FSA Claims Processing	RUNCTL_FSA_CLAIMS	<ul style="list-style-type: none"> <li>Benefits, Admin (Administer) Flex Spending Acct CAN, Process Claims, Specify Processing Parameters</li> <li>Benefits, Admin (Administer) Flex Spending Acct US, Process Claims, Specify Processing Parameters</li> </ul>	Set up the information that controls a payment processing cycle. Claims for all employees in the benefit program who are associated with the Run ID and a Service From date in the Calendar Year must have a claim status of <i>Submitted</i> or <i>Pending</i> .
FSA Claim Payment Process	PRCSRUNCNTL	<ul style="list-style-type: none"> <li>Benefits, Admin (Administer) Flex Spending Acct CAN, Process Claims, Calculate Claim Payment</li> <li>Benefits, Admin (Administer) Flex Spending Acct US, Process Claims, Calculate Claim Payment</li> </ul>	Process all claim data with a status of <i>Submitted</i> , <i>Pending</i> , or <i>Ready To Pay</i> .
FSA Check Printing	RUNCTL_FSA003CN, RUNCTL_FORM_ID	<ul style="list-style-type: none"> <li>Benefits, Admin (Administer) Flex Spending Acc CAN, Process Claims, Print Cheques (Checks)</li> <li>Benefits, Admin (Administer) Flexible Spending Acct US, Process Claims, Print Checks</li> </ul>	Print FSA claim checks for records flagged in FSA001.
FSA Check Register	RUNCTL_FSA004CN, RUNCTL_FSA004	<ul style="list-style-type: none"> <li>Benefits, Admin (Administer) Flex Spending Acct CAN, Process Claims, Print Cheque (Check) Register</li> <li>Benefits, Admin (Administer) Flex Spending Acct US, Process Claims, Print Check Register</li> </ul>	Print a list of checks printed by the FSA Check Print Report.

### See Also

*PeopleTools PeopleBook: Process Scheduler*

## Printing Checks

Access the FSA Check Printing page.

To print checks, set up and run the Check Print process using 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*.

### See Also

Appendix A, “PeopleSoft Flexible Spending Administration Reports,” page 29

## Printing the Check Register

Access the FSA Check Register page.

To print the FSA Check Register, initiate the Check Register process. There is one check register for each benefit plan year, sorted according to health care and dependent care claims.

### See Also

Appendix A, “PeopleSoft Flexible Spending Administration Reports,” page 29

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## Viewing Claim and Payment Details

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

This section discusses how to:

- View FSA claim information.
- View payment details.
- View year-to-date employee data.

### Viewing Claims

View claim detail for any claim with the FSA Claim Review page. You locate a claim by entering one or more search criteria.

To request a search based on FSA Claim Status, enter one of these codes: *F* (fully processed), *J* (rejected), *P* (pending), *R* (ready to pay), *S* (submitted), or *X* (reversed).

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

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## Pages Used to View Claim and Payment Detail

Page Name	Object Name	Navigation	Usage
FSA Claim Review (US) / FSA Claim Entry (CAN)	FSA_CLAIM_DETAILS	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Review Claim/Payment Info (Information), FSA Claim Details. Click the FSA Claim Entry tab.</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Review Claim/Payment Info (Information), FSA Claim Details.</li> </ul>	View FSA claim entry information for Canada and the US.
FSA Claim Detail	FSA_CLAIM_DET_CAN	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Review Claim/Payment Info (Information), FSA Claim Details</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Review Claim/Payment Info (Information), FSA Claim Details</li> </ul>	View further FSA claim information for Canada.
FSA Payment Details	FSA_PAYMENT_DETAIL	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Review Claim/Payment Info (Information), FSA Payment Details</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Review Claim/Payment Info (Information), FSA Payment Details</li> </ul>	View payment detail for any claim payment.
FSA Year-to-Date Activity	FSA_YTD_ACTIVITY	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Review Claim/Payment Info (Information), Year-to-Date Activity</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Review Claim/Payment Info (Information), Year-to-Date Activity</li> </ul>	View all year-to-date data for an employee.

## Viewing FSA Claim Information

Access the FSA Claim Entry page.

FSA Claim Entry		FSA Claim Detail			
Griffiths, Martina Rae		Employee	EmpID: KC0001      Empl Rcd#:		
<b>Enrollment Details</b>					
<b>Plan Type:</b>	Health FSA	<b>Deduction Begin:</b>	01/01/2000 <b>Deduction End:</b>		
<b>Benefit Plan:</b>	KCHFSA	<b>Coverage Begin:</b>	01/01/2000 <b>Coverage End:</b>		
<b>Account Status:</b>	Active	<b>Annual Pledge:</b>	2,400.00 <b>Amount Available:</b> 1,470.00		
<b>Claim Details</b>					
<b>Claim ID:</b>	00010035	<b>Service From:</b>	01/05/2000 <b>Service To:</b> 01/25/2000		
<b>Submitted Amount:</b>	350.00	<b>Approved Amount:</b>	350.00 <b>Status:</b> Fully Processed		
<b>Denied Amount:</b>	0.00	<b>Paid To Date:</b>	350.00		
<b>Approved Amount:</b>	350.00	<b>Pended:</b>	0.00		
<b>Claim Payments</b>					
		Customize   Find   View All   First 1 of 1 Last			
Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
KCFSA	1006	05/31/2000	Paid	930.00	350.00

FSA Claim Entry page

### Claim Details

This group box contains various claim amounts, such as amounts approved and denied.

### Claim Payments

This group box provides payment information for this claim. Note that you might see more than one check for the same claim. This can happen in a situation where the system held part of a claim and paid it after funds became available.

### Status

When you enter claim data, the system sets the claim *Status* to *Submitted*. When the system approves payment for a claim, it sets the status to *Ready to Pay*, *Pending*, or *Fully Processed*.

## Viewing Payment Details

Access the FSA Payment Details page.

**FSA Payment Details**

Griffiths, Martina Rae      Employee      **EmplID:** KC0001      **Empl Rcd#:** 0

**Check Details** Find | View All    First ◀ 1 of 1 ▶ Last

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

**FSA ChkAmt:** 92.30      **Paymt Stat:** Paid      **Year:** 2000

**Plan Type:** FSA Retmnt      **Benefit Plan:** KCRFSA

**Claims Paid by Check** Customize | Find | View All | First ◀ 1 of 1 ▶ Last

Claim ID	FSA Claim Status	Claim Approved Amount	Paid To Date	Claim Amount Paid
00010037	Fully Processed	420.00	420.00	92.30

FSA Payment Details page

**Paymt Stat (payment status)**

The system displays one of the following values:

- *Pay This Run:* Payment has been calculated and authorized but a check has not yet been printed.
- *Reversed:* Payment was cancelled before a check was printed (although a check number has still been allotted).
- *Paid:* A check has been printed.
- *Void:* A check has been printed and subsequently voided.

## Viewing Year-To-Date Employee Data

Access the FSA Year-to-Date Activity page.

**FSA Year-to-Date Activity**

Griffiths, Martina Rae      Employee      **EmplID:** KC0001      **Empl Rcd#:** 0

**FSA Plan** Find | View All    First ◀ 1 of 2 ▶ Last

**Plan Type:** Flex Spending Health - Canada

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

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

**Benefit Plan:** KCHFSA    Can Health Care FSA      KC2

**Employee Status:** Active

**\*FSA Account Status:**

<b>Submitted Amount YTD:</b>	950.00	<b>Annual Pledge:</b>	2400.00	<b>Total Contributions:</b>	184.62
<b>Approved Amount YTD:</b>	930.00	<b>Approved Amount YTD:</b>	930.00	<b>Paid Amount YTD:</b>	930.00
<b>Approved But Unpaid:</b>	0.00	<b>Amount Available:</b>	1470.00	<b>Account Balance:</b>	-745.38

FSA Year-to-Date Activity

**FSA Account Status**

Update the status of this account. The system maintains this 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 Manage Base Benefits business process.

## Reversing Checks and Claims

There might be instances when FSA payment checks or claims have been entered erroneously. 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, claims, or both were entered into the system.

This section discusses how to:

- Reverse erroneous payments.
- Enter claim reversal parameters.

### Pages Used to Reverse Checks and Claims

Page Name	Object Name	Navigation	Usage
FSA Check Reversal Process	RUNCTL_FSA006	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Correct Errors, Reverse Checks in Error</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Correct Errors, Reverse Checks in Error</li> </ul>	Reverse FSA payment checks that were created in error.
FSA Claim Reversal Process	RUNCTL_FSA007	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Correct Errors, Cancel Claim/Reverse Check</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Correct Errors, Cancel Claim/Reverse Check</li> </ul>	Enter the parameters for canceling a claim.

**See Also**

*PeopleTools PeopleBook: Process Scheduler*

## Reversing Erroneous Payments

Access the FSA Check Reversal Process page.

**FSA Check Reversal Process**

Run Control ID: GN3 [Report Manager](#) [Process Monitor](#) Run

**Reverse Details**

Form ID:        Check #:       Check Dt:

**Issued to**

EmplID: \_\_\_\_\_ Name: \_\_\_\_\_ Plan: \_\_\_\_\_  

FSA Check Amount: \_\_\_\_\_

**Claim Details**

Claim ID	Service From	Service To	Submit Amt	Aprvd Amt	Paid To Dt	Amount Pd	Status

FSA Check Reversal Process page

**Reverse Details**

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

**Issued To**

If there is claim payment information related to the check that you identify, the system automatically populates fields in this group box. This group box enables you to verify that the correct check has been specified.

**Claim Details**

This group box provides a list of all claims paid by the check specified.

**Paid To Dt (paid to date)**

The FSA Check Reversal process reverses an FSA check by distributing the reimbursement amount back to each of the claims that were paid by the check. For each claim, the value in this field is reduced by the amount paid by the reversed check.

**Status**

The claim’s status is reset to *Pending* so that it is picked up during the next run of FSA Processing. The check’s status is set to *Reversed* if it has not yet been printed or to *Void* if it has been printed.

The FSA Account (as represented by the highest elected FSA Benefit record for the calendar year) is adjusted to reflect a reduced *Paid To Dt* field.

## Entering Claim Reversal Parameters

Access the FSA Claim Reversal Process page.

FSA Claim Reversal Process

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**Run Control ID:** GN3 [Report Manager](#) [Process Monitor](#) Run

Reverse this FSA Claim

<b>EmplID:</b>	<input type="text" value="B-BARET101"/>	<input type="button" value="Q"/>	Default,Tocurrent2	
<b>Plan Type:</b>	<input type="text" value="10"/>	<input type="button" value="Q"/>	Medical	<b>Claim Status:</b>
<b>Claim ID:</b>	<input type="text" value="565"/>		<b>Svc From:</b>	<b>To:</b>
				<b>For:</b>

Claim Reversal Details

Check #	Check Dt	FSA ChkAmt	Status

Add'l Claims which will be affected

Claim ID	Service From	Service To	Submit Amt	Aprvd Amt	Check #	Amount Pd	Status

FSA Claim Reversal Process page

**Reverse this FSA Claim** Identify the FSA claim that you want to reverse by entering the *EmplID* (employee ID), *Plan Type*, and *Claim ID* associated with the claim.

**Svc From (service from), To** These dates provide information that verifies that the correct claim was specified.

**Claim Status, For** *Claim Status* and *For* (claim amount) provides additional information which verifies that the correct claim was specified.

**Claim Reversal Details** The system populates this group box when an existing claim is identified. It lists all checks that reimbursed portions of the claim specified. Each of those checks must be reversed before the specified claim as a whole is reversed. The Claim Reversal process performs this step.

**Add'l Claims which will be affected** (additional claims which will be affected) The system populates this group box when an existing claim is identified. It lists all FSA claims that are affected when the checks listed in the *Claim Reverse Details* group box are reversed. This is an unavoidable result. Additional claims are held and any reversed amounts are paid during the next run of the FSA process.

When you run the FSA Claim Reversal process, the system reverses 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 displays 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.

## PeopleSoft FSA Accounts Reporting and Closure

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 provides the opportunity to have the system either report only high-level claim information on the statement or include full details (per line item) on the statement.

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 and the current year. Once you complete all prior year processing, close the prior year and produce a report of prior-year activity. The report serves as an audit trail.

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.

### See Also

[Appendix A, “PeopleSoft Flexible Spending Administration Reports,” page 29](#)

## Pages Used to Process Employee Claims

Page Name	Object Name	Navigation	Usage
FSA Account Closure Process	RUNCTL_FSA002	<ul style="list-style-type: none"> <li>Benefits, Admin (Administer) Flex Spending Acct CAN, Create Account Reports, Close and Summarize Accounts</li> <li>Benefits, Admin (Administer) Flex Spending Acct US, Create Account Reports, Close and Summarize Accounts</li> </ul>	Close the prior year FSA accounts and produce the Account Closure Statement.
FSA Quarterly Statement	PRCSRUNCNTL	<ul style="list-style-type: none"> <li>Benefits, Admin (Administer) Flex Spending Acct CAN, Create Account Reports, Quarterly Account Statement</li> <li>Benefits, Admin (Administer) Flex Spending Acct US, Create Account Reports, Quarterly Account Statement</li> </ul>	Process quarterly account statements for your employees.

### See Also

*PeopleTools PeopleBook: Process Scheduler*

## Closing Prior Year FSA Accounts

Access the FSA Account Closure Process page.

**FSA Account Closure Process**

**Run Control ID:** GN3 [Report Manager](#) [Process Monitor](#) Run

**Language:** English ▼

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**Pre-Closure Report Only**  
 **Close && Report FSA A/C for Yr:**

FSA Account Closure Process page

The Account Closure process 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. This process also closes the prior year FSA accounts.

**Pre-Closure Report Only**      Select if you do not want to close FSA accounts. If you run the Account Closure process with this option selected, the system generates a pre-closure report and leaves 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.

**Close && Report all FSA A/C for CY** (close and report all FSA accounts for the calendar year)      Select to close *all* prior-year accounts permanently.

# APPENDIX A

## PeopleSoft Flexible Spending Administration Reports

This appendix provides an overview of PeopleSoft FSA Administration and discusses how to:

- View summary tables of all reports.
- View details for selected reports.

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**Note.** For samples of these reports, see the PDF files published on CD-ROM with your documentation.

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### See Also

*PeopleTools PeopleBook: Process Scheduler*

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## PeopleSoft Flexible Spending Administration Reports: A to Z

This table lists the PeopleSoft FSA Administration reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
FSA001 FSA Claim Payment Process	Process all claim data with a status of <i>Submitted, Pending, or Ready To Pay</i> .	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Process Claims, Calculate Claim Payment</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Process Claims, Calculate Claim Payment</li> </ul>	PRCSRUNCNTL
FSA002 Flexible Spending Account Closure	Initiate an SQR that updates the account status to <i>Closed</i> for FSA participants who had an active FSA at the end of the calendar year.	<ul style="list-style-type: none"> <li>• Benefits, Admin Flexible Spending Acct US, Create Account Reports, Close and Summarize Accounts</li> <li>• Benefits, Admin Flexible Spending Acct CAN, Create Account Reports, Close and Summarize Accounts</li> </ul>	RUNCTL_FSA002(CN)

Report ID and Report Name	Description	Navigation	Run Control Page
FSA003 Flexible Spending Account Check Print	Print FSA claim checks for records flagged in FSA001. Run this process for each type of check stock that you use. Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.	<ul style="list-style-type: none"> <li>• Benefits, Admin Flexible Spending Acct US, Process Claims, Print Checks</li> <li>• Benefits, Admin (Administer) Flex Spending Acc CAN, Process Claims, Print Cheques (Checks)</li> </ul>	RUNCTL_FORM_ID
FSA004 Flexible Spending Account Check Register	Print a list of checks printed by the FSA Check Print Report. Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.	<ul style="list-style-type: none"> <li>• Benefits, Admin Flexible Spending Acct US, Process Claims, Print Check Register</li> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Process Claims, Print Cheque (Check) Register</li> </ul>	RUNCTL_FSA004(CN)
FSA005 Flexible Spending Account Quarterly Statement	Create and print quarterly statements for FSA participants who have had activity in one of their spending accounts during the current quarter.	<ul style="list-style-type: none"> <li>• Benefits, Admin Flexible Spending Acct CAN, Create Account Reports, Quarterly Account Statements</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Create Account Reports, Quarterly Account Statement</li> </ul>	PRCSRUNCNTL
FSA006 FSA Check Reversal Process	Reverse FSA payment checks that were created in error.	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Correct Errors, Reverse Checks in Error</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Correct Errors, Reverse Checks in Error</li> </ul>	RUNCTL_FSA006
FSA007 FSA Claim Reversal Process	Enter the parameters for the check reversal process.	<ul style="list-style-type: none"> <li>• Benefits, Admin (Administer) Flex Spending Acct CAN, Correct Errors, Cancel Claim/Reverse Check</li> <li>• Benefits, Admin (Administer) Flex Spending Acct US, Correct Errors, Cancel Claim/Reverse Check</li> </ul>	RUNCTL_FSA007

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## PeopleSoft Flexible Spending Administration Selected Reports

This section provides detailed information on individual reports including important fields and source records.

### **FSA002 - Flexible Spending Account Closure**

The Flexible Spending Account Closure report gives you an audit trail of account information for a plan year. You review annual pledge amounts, contributions, claims paid, forfeited amounts, and excess payment amounts for employees, and view program and plan totals for these categories.

This information enables you to look at how various FSA benefit plans are used. Over time, you might learn which plans are most appreciated by employees and how you might structure FSAs to meet employee needs.



# Glossary of PeopleSoft Terms

<b>absence entitlement</b>	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
<b>absence take</b>	This element defines the conditions that must be met before a payee is entitled to take paid time off.
<b>account</b>	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
<b>accounting class</b>	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
<b>accounting date</b>	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
<b>accounting entry</b>	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
<b>accounting split</b>	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
<b>accumulator</b>	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
<b>action reason</b>	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
<b>activity</b>	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery method it may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
<b>allocation rule</b>	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure

	from the current node to the root node, checking each node for plans that contain allocation rules.
<b>alternate account</b>	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
<b>application agent</b>	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
<b>asset class</b>	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
<b>attachment</b>	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
<b>background process</b>	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
<b>benchmark job</b>	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
<b>branch</b>	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
<b>budgetary account only</b>	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called system-maintained account.
<b>budget check</b>	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
<b>budget control</b>	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
<b>budget period</b>	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
<b>business event</b>	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
<b>catalog item</b>	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods.
<b>category</b>	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
<b>ChartField</b>	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
<b>ChartField balancing</b>	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

<b>ChartField combination edit</b>	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
<b>ChartKey</b>	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
<b>child</b>	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
<b>Class ChartField</b>	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
<b>clone</b>	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
<b>collection</b>	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
<b>compensation object</b>	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
<b>compensation structure</b>	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
<b>configuration parameter catalog</b>	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
<b>configuration plan</b>	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
<b>content reference</b>	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
<b>context</b>	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
<b>corporate account</b>	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
<b>cost profile</b>	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
<b>cost row</b>	A cost transaction and amount for a set of ChartFields.

<b>data acquisition</b>	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
<b>data elements</b>	Data elements, at their simplest level, define a subset of data and the rules by which to group them.  For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
<b>data row</b>	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
<b>data validation</b>	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
<b>DAT file</b>	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
<b>delivery method</b>	In PeopleSoft Enterprise Learning Management, identifies a learning activity's delivery method type. An activity can have one or more delivery methods.
<b>delivery method type</b>	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
<b>distribution</b>	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
<b>double byte character</b>	If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
<b>dynamic tree</b>	A tree that takes its detail values directly from a table in the database, rather than from a range of values entered by the user.
<b>edit table</b>	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
<b>effective date</b>	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
<b>EIM job</b>	Abbreviation for <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
<b>EIM ledger</b>	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
<b>equipment</b>	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

<b>event</b>	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, <i>event</i> also refers to incidents that affect benefits eligibility.
<b>event propagation process</b>	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
<b>external system</b>	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
<b>fact</b>	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
<b>filter</b>	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
<b>generic process type</b>	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
<b>group</b>	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
<b>homepage</b>	Users can personalize the homepage, or the page that first appears when they access the portal.
<b>incentive object</b>	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
<b>incentive rule</b>	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
<b>key</b>	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
<b>learner group</b>	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
<b>learning activity</b>	See <i>activity</i> .
<b>learning history</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
<b>learning plan</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
<b>ledger mapping</b>	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i> ) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

<b>level</b>	A section of a tree that organizes groups of nodes.
<b>library section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
<b>linked section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
<b>linked variable</b>	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
<b>load</b>	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
<b>local functionality</b>	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
<b>location</b>	Locations enable you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location indicated by a <i>1</i> is the address you use most often and may be different from the main address.
<b>market template</b>	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
<b>material</b>	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
<b>message definition</b>	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
<b>meta-SQL</b>	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
<b>metastring</b>	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
<b>multibook</b>	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
<b>multicurrency</b>	The ability to process transactions in a currency other than the business unit's base currency.
<b>objective</b>	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
<b>override</b>	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
<b>pagelet</b>	Each block of content on the homepage is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

<b>parent node</b>	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
<b>participant</b>	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
<b>participant object</b>	Each participant object may be related to one or more compensation objects.  See also <i>participant object</i> .
<b>payout</b>	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
<b>PeopleCode</b>	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
<b>PeopleCode event</b>	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
<b>PeopleSoft Internet Architecture</b>	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a Web server, and a browser.
<b>performance measurement</b>	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
<b>period context</b>	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
<b>per seat cost</b>	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
<b>plan</b>	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
<b>plan context</b>	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context. If three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
<b>plan section</b>	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
<b>plan template</b>	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
<b>portal registry</b>	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that

	defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
<b>private view</b>	A user-defined view that is available only to the user who created it.
<b>process</b>	See <i>Batch Processes</i> .
<b>process definition</b>	Process definitions define each run request.
<b>process instance</b>	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
<b>process job</b>	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
<b>process request</b>	A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.
<b>process run control</b>	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
<b>product category</b>	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
<b>publishing</b>	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
<b>record definition</b>	A logical grouping of data elements.
<b>record field</b>	A field within a record definition.
<b>record group</b>	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
<b>record input VAT flag</b>	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
<b>record output VAT flag</b>	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
<b>reference data</b>	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
<b>reference object</b>	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
<b>reference transaction</b>	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to

	automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
<b>relationship object</b>	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
<b>results management process</b>	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
<b>role user</b>	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
<b>role</b>	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
<b>roll up</b>	In a tree, to roll up is to total sums based on the information hierarchy.
<b>routing</b>	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes: email message, electronic form, or worklist entry.
<b>run control</b>	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
<b>run control ID</b>	A unique ID to associate each user with his or her own run control table entries.
<b>run-level context</b>	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
<b>search query</b>	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
<b>section</b>	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
<b>security event</b>	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
<b>self-service application</b>	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
<b>session</b>	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
<b>session template</b>	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

Learning Management activity characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

<b>setup relationship</b>	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
<b>sibling</b>	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
<b>single signon</b>	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
<b>source transaction</b>	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
<b>SpeedChart</b>	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
<b>SpeedType</b>	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
<b>SQR</b>	See <i>Structured Query Report (SQR)</i> .
<b>statutory account</b>	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
<b>step</b>	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
<b>Structured Query Report (SQR)</b>	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
<b>Summary ChartField</b>	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
<b>summary ledger</b>	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
<b>summary tree</b>	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.

<b>table</b>	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
<b>TableSet sharing</b>	Specifies control table data for each business unit so that redundancy is eliminated.
<b>target currency</b>	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
<b>template</b>	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
<b>territory</b>	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
<b>TimeSpan</b>	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
<b>transaction allocation</b>	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
<b>transaction loading process</b>	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
<b>transaction state</b>	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
<b>transaction type</b>	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
<b>Translate table</b>	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
<b>tree</b>	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
<b>unclaimed transaction</b>	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
<b>uniform resource locator (URL)</b>	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&amp;ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
<b>universal navigation header</b>	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

**URL**

See *uniform resource locator (URL)*.

**user interaction object**

In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

**variable**

In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

**warehouse**

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

**worksheet**

A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

**workflow**

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

**worklist**

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

**zero-rated VAT**

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

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