Reimbursement Plans

Sample Reports

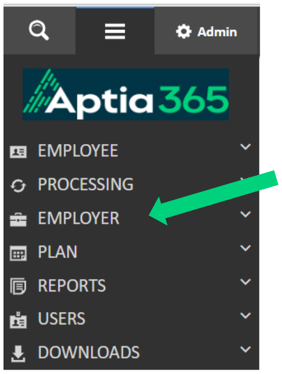
Table of Contents

This document is intended to outline the most frequently used reports available on the Client Center. Please see the complete list of available reports, including information on the detail they provide in the Reports drop-down. Please contact your TRI-AD Client Service Manager for assistance or additional information on any available reports.

Running Reports

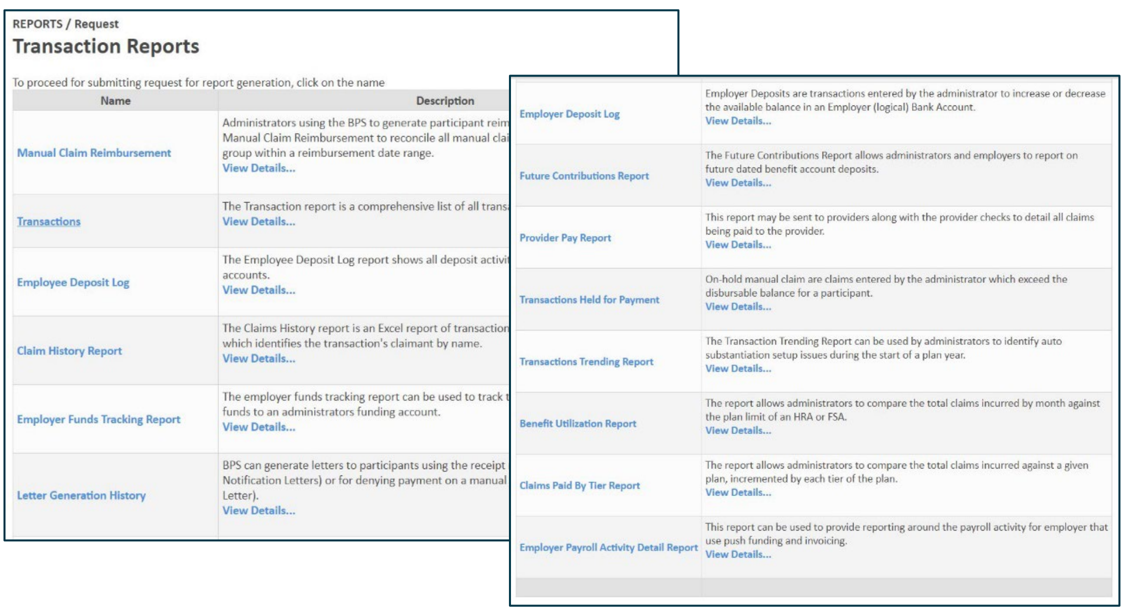
How to Run a Report

Administrator reports can be generated on-demand through the reporting tool.



Access the reporting tool through Main Menu, Reports, Request. Select the report type.

All available reports are listed with a short description. Click View Details within the description for additional information. Click the report link in the Name column.



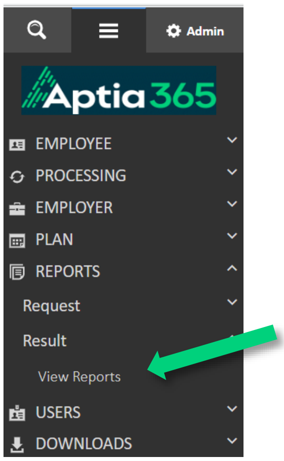
Enter the desired parameters and report format (PDF or XLS), then click Generate. Reports will be available for download through the site. Do not select the FTP report delivery option. Once complete, a confirmation message will display:

Your request was submitted successfully and you will be notified after the report is generated if you have chosen to receive these alerts

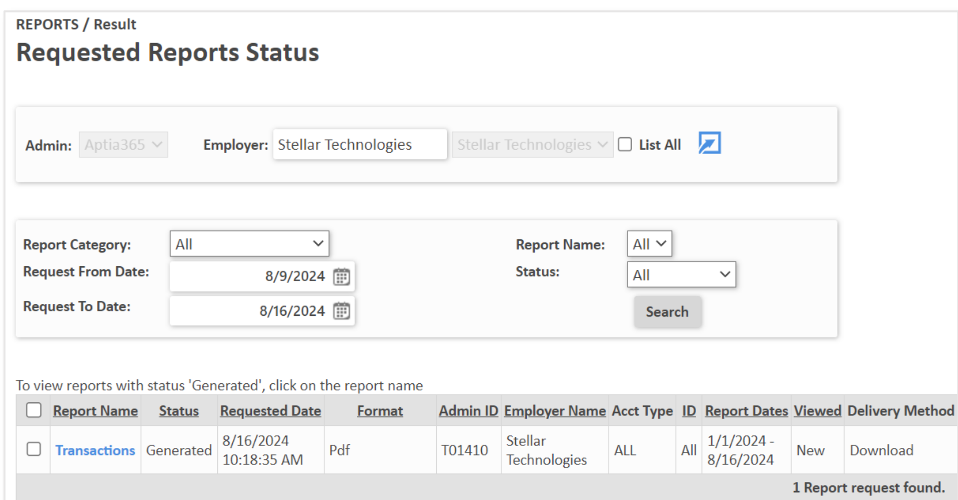
For instructions on how to retrieve the report, see 9.3 Report Retrieval.

Report Retrieval

To view reports, access the reporting tool through Main Menu, Reports, Result, View Reports.



Click on the Report Name link to view the report. Use the search feature to search for a report by Category, Name, and Status. To delete a report, check the box next to the report and click Delete. Unless deleted, the report will be available for 90 days.



Transactions

Employee Deposit Log

The Employee Deposit Log report shows all deposit activity within participant benefit accounts for a specified date range.

The report results can be filtered by:

- Plan Period
- Plan ID
- Account Type
- Plan Dates
- Deposit types that can be included in the report
    - Prefunded Deposit – Deposits based upon HCA accounts being prefunded at the beginning of the plan year
    - Payroll Deposit – Deposits based on payroll contributions
    - Fund Rollover Deposit – Deposits for Carryover funds
    - Prefunded Auto Deposit – N/A
    - Payroll Auto Deposit – N/A
    - Other Deposit – Includes special deposits that are carryover funds during initial conversion
- HSA account balances will be hidden when the report is run.
- Returns individual and family limit deposits for HRX and DTR plan types.

Recommended Format: PDF

Employee Deposit Log
Admin: TRI-AD (T01409)
Employer: Stellar Technologies (TIDQPE)
Deposit Date Range: 8/16/2023 - 8/16/2024
Generated: 8/16/2024 10:50:15 AM

Employee ID	Employee SSN	Employee Name	Division	Class	Account Type	Plan ID	Plan Start Date	Plan End Date	Deposit Type	Transaction Date	Beginning Balance	Deposit Amount	Employee Amount	Employer Amount	Source	Ending Balance
XXXXX5479	XXX-XX-7856	Amy, Phillips			DCA	DCA	01/01/2024	12/31/2024	Payroll Deposit	01/03/2024	-	$2,500.00	$2,500.00	-	Manual	$2,500.00
XXXXX5479	XXX-XX-7856	Amy, Phillips			FSA	HCA	01/01/2024	12/31/2024	Payroll Deposit	01/03/2024	$2,500.00	$2,500.00	$2,500.00	-	Manual	$2,500.00
XXXXX5479	XXX-XX-7856	Amy, Phillips			WEL	LSA	01/01/2023	12/31/2023	Prefunded Auto Deposit	08/16/2023	-	$360.00	-	-	Auto	$360.00

Totals for Stellar Technologies	
Total Prefunded Deposits:	$0.00
Total Prefunded Auto Deposits:	$0.00
Total Payroll Deposits:	$0.00
Total Payroll Auto Deposits:	$5,887.32
Total Fund Rollover Deposits:	$0.00
Total Other Deposits:	$0.00
Total Funded Deposits:	$2,164.32
Total Individual Limit:	$0.00
Total Family Limit:	$0.00

Claims History Report

The Claims History Report combines transactions and participant account details in a single report.

- Transaction Details included on the report are Service Start Date, End Date, Transaction Type, Transaction Description, Amounts, Claim Status, Reimbursement Method, and Manual Claim Number.
- Participant Benefit Account Details included on the report are: Plan Year Start Date, End Date, Effective Date, Termination Date, Annual Election, Contributions Year-to-Date, and the Balance After Transaction.

The report lists each transaction individually by employee with the claimant's first and last name displayed separately, making dependent transactions easy to differentiate from primary account holder transactions.

When requesting the report, you are given the option to select/filter the report by multiple items:

- Division
- Plan Year
- Plan ID
- Plan Type
- Plan Date
- Start and End Date for report
- Claim Status (Adjudication Status. Example, by using this filter, the employer can run the report to see all of the ineligible transitions for participants)
- Claim Type (POS/Benefit Card Transactions or Manual Claims)
- Ability to pull transactions based on service date or transaction date (Transaction date is the date the last action was taken on the claim and will continue to change based on if additional actions are taken on the claim.)
- Optional Fields – Includes additional transaction details and participant account detail information listed above. Recommended optional fields: Term Date, Service End Date, and Txn Type.

Note: To include refunds, select Refunds → Yes, in left column during report build.

Recommended Format: Excel

Employer	Employee First Name	Employee Last Name	Employee ID	Division	Plan Type	Election	Contrib YTD
Stellar Technologies	Timothy	Smith	xxx-xx-6274		LPF	$1,000.00	$615.36
Stellar Technologies	Timothy	Smith	xxx-xx-6274		DCA	$1,000.00	$615.36
Stellar Technologies	Timothy	Smith	xxx-xx-6274		FSA	$1,000.00	$615.36
Stellar Technologies	Timothy	Smith	xxx-xx-6274		HRP	$1,000.00	$615.36
Stellar Technologies	Timothy	Smith	xxx-xx-6274		LP2	$1,000.00	$615.36
Stellar Technologies	Timothy	Smith	xxx-xx-6274		PKG	$1,000.00	$122.08
Stellar Technologies	Timothy	Smith	xxx-xx-6274		TRN	$1,000.00	$122.08

Claimant First	Claimant Last	TXN Dte	Service Start Dte	Claim Status	Claim Amt	Apprvd	Pended	Denied	Reimb. Type
Timothy	Smith	07/29/2019	07/15/2019	Approved	$15.00	$15.00	$0.00	$0.00	N/A
Timothy	Smith	07/29/2019	07/01/2019	Approved	$50.00	$50.00	$0.00	$0.00	N/A
Timothy	Smith	07/29/2019	07/15/2019	Approved	$55.00	$55.00	$0.00	$0.00	N/A
Timothy	Smith	07/29/2019	07/15/2019	Approved	$10.00	$10.00	$0.00	$0.00	N/A
Timothy	Smith	07/29/2019	07/25/2019	Approved	$15.00	$15.00	$0.00	$0.00	N/A
Timothy	Smith	07/29/2019	07/29/2019	Approved	$1.50	$1.50	$0.00	$0.00	N/A
Timothy	Smith	07/29/2019	07/01/2019	Approved	$50.00	$50.00	$0.00	$0.00	N/A

Enrollee Reports

Enrolled Participants Report

The Enrolled Participants Report can be used to confirm enrolled employees and their dependents. It provides administrators with a combination of employee demographic information, Benefits Card information, account details (including Plan Type, Plan Dates, and Effective date), per-pay period amounts, annual election amounts, contribution YTD totals, disbursement amount, and current participant balances.

The report results can be filtered by:

- Division
- Plan Year
- Plan ID
- Account Type
- Account Status
- Plan Dates
- Employee Status

Each employee account can be expanded to show which individual dependents are linked to the account.

Note: Report lists an employee multiple times if the employee is enrolled in more than one plan.

Recommended Format: Excel

Employer Name	Employer ID	Division	Class	Employee ID	Dependent ID	Last Name	First Name	Status	Eligibility Date	Termination Date	Address Line 1	Address Line 2	City	State	Zip
Stellar Technologies	MMPMERCTEST			XXX-XX-0215		Adams	John	New			123 No Way		San Diego	CA	92005
Stellar Technologies	MMPMERCTEST			XXX-XX-1234		Balcazar	Rey	New			123 No Way		San Diego	CA	92125
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-2148		Lewis	Anthony	Active			221 W. Crest St Suite 300		Escondido	CA	92025
Stellar Technologies	MMPMERCTEST			XXX-XX-5479		Phillips	Amy	Active			221 W. Crest St Suite 300		Escondido	CA	92025

Email Address	Phone	Mobile Number	Card Number	Card Status	Card Expiration Date	Plan Type	Plan ID	Plan Yr Start	Plan Yr End	Account Status	Acct. Eff. Dte	Acct. Term Dte.
						FSA	HCA	01/01/2018	12/31/2018	New	01/01/2018	
						FSA	HCA	01/01/2018	12/31/2018	New	01/01/2018	
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	LPF	COMBOFSA	01/01/2019	12/31/2019	Active		
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	DCA	DCFSA	01/01/2019	12/31/2019	Active		
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	FSA	HCA	01/01/2019	12/31/2019	Active		
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	HRP	HRA	01/01/2019	12/31/2019	Active		
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	LP2	LPFSA	01/01/2019	12/31/2019	Active		
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	PKG	PARKING	07/01/2017	12/31/2199	Active		
anthony.lewismmx@me.com			XXXX-XXXX-XXXX-7565	New	03/31/2024	TRN	TRANSIT	07/01/2017	12/31/2199	Active		
Amy.phillipsmmx@star.com			XXXX-XXXX-XXXX-7581	New	03/31/2024	DCA	DCFSA	01/01/2019	12/31/2019	Active		

Enrollee Account Balance Report

The Enrollee Account Balance Report provides Employers with a list of all participants' account details:

- Account Status and Employee Effective dates
- Annual Election
- Contributions Year-to-Date (Employee and Employer)
- Total Year-to-Date Disbursements
- Plan Forfeiture Balance – Amount unclaimed by a participant
- Balance Due – Amount a participant owes back to their plan due to ineligible transactions

The report results can be filtered by:

- Division
- Plan Year
- Account Type
- Plan Year Dates
- Employee Status

Recommended Format: PDF

Employee Name	Employee ID	Division Name	Class Name	Effective / Termination Date	Employee Status	Payroll Cycle	Annual Election	Employee Deposits	Employer Deposits	Deposits	Other Deposits	Total Disbursed	Forfeiture Balance	Available Balance	Balance Due
Account Type : DCA (Payroll) Plan ID: DCFSA Plan Dates: 01/01/2019-12/31/2019															
Lewis, Anthony	XXXXX2148				Active	Bi-Weekly	$1,000.00	$615.36	$0.00	$615.36	$0.00	$200.00	$415.36	$415.36	$0.00
Phillips, Amy	XXXXX5479				Active	None	$1,000.00	$307.68	$0.00	$307.68	$0.00	$165.00	$142.68	$142.68	$0.00
Roberts, Stephanie	XXXXX5891				Active	None	$1,000.00	$307.68	$0.00	$307.68	$0.00	$180.00	$127.68	$127.68	$0.00
Smith, Timothy	XXXXX6274				Active	Bi-Weekly	$1,000.00	$615.36	$0.00	$615.36	$0.00	$205.00	$410.36	$410.36	$0.00
Thompson, Lisa	XXXXX4758				Active	None	$1,000.00	$307.68	$0.00	$307.68	$0.00	$190.00	$117.68	$117.68	$0.00
Account Type : FSA (Prefunded) Plan ID: HCA Plan Dates: 01/01/2019-12/31/2019															
Lewis, Anthony	XXXXX2148				Active	Bi-Weekly	$1,000.00	$615.36	$0.00	$615.36	$0.00	$48.06	$567.30	$951.94	$0.00
Phillips, Amy	XXXXX5479				Active	None	$1,000.00	$307.68	$0.00	$307.68	$0.00	$52.56	$255.12	$947.44	$0.00

Settlement Reports

Daily Settlement Report

The Daily Settlement Report gives the total dollar amount of transactions for a specified settlement date. The report identifies the total number of dollars that settled to the bank account for the specified date. The settlement information is also included in the daily email sent to the contacts noted in the Client metrics.

The report results can be filtered by:

- Transaction Type
- Settlement Date

Recommended Format: PDF

Daily Settlement Reconciliation
8/7/2024

Employer Name	Trans Type	Trans Paid	Fees Collected	Trans Collected	Total Settled Today
TRI-AD					
Aptia	Auto Direct Deposit	$0.00	$0.00	-$560.76	-$560.76
Aptia	POS	$276.40	$0.00	-$6,598.11	-$6,321.71
TRI-AD		**$276.40**	**$0.00**	**-$7,158.87**	**-$6,882.47**

Employer Disbursement Report

The Employer Disbursement Report provides transaction details on debit card transactions, reimbursed manual claims, and refunds.

The transaction data returned gives Employers a consolidated, accurate report of all spending activity for their participants. Employers can use this report to reconcile all claim activity for a specified timeframe.

The report results can be filtered by:

- Division
- Start and End dates
- Plan Year
- Plan ID
- Account Type
- Claim Type
- Plan dates

Recommended Format: Excel

Employer	Division	Settlement Date	Employee Name	Employee Id	Service Date	Claim Type	Amount	Check Number	Account Type	Plan Id	Plan Start Date	Plan End Date
Stellar Technologies		08/06/2019	Lewis, Anthony	XXX-XX-2148	08/05/2019	Check	$13.08	2	FSA	HCFSA	01/01/2019	12/31/2019
Stellar Technologies		08/09/2019	Roberts, Stephanie	XXX-XX-5891	02/01/2019	Check	$103.55	1	DCA	DCFSA	01/01/2019	12/31/2019
Stellar Technologies		08/01/2019	Phillips, Amy	XXX-XX-5479	07/30/2019	Card	$25.00		FSA	HCFSA	01/01/2019	12/31/2019
Stellar Technologies		08/05/2019	Phillips, Amy	XXX-XX-5479	08/02/2019	Card	$5.00		FSA	HCFSA	01/01/2019	12/31/2019
Stellar Technologies		08/05/2019	Phillips, Amy	XXX-XX-5479	08/02/2019	Card	$1.24		FSA	HCFSA	01/01/2019	12/31/2019
Stellar Technologies		08/08/2019	Phillips, Amy	XXX-XX-5479	08/07/2019	Card	$31.92		FSA	HCFSA	01/01/2019	12/31/2019

Employer Funding Report

The Employer Funding Report gives a concise look at employer settlement across both manual claims and debit card transactions.

The report includes banking details for debit cards, direct deposits, and check reimbursements to give employers an idea of the total dollars being utilized by their participants for bank reconciliation. The report details claim activity for each settlement date included in the report request, using settlement date for debit card and automated direct deposit claims, while using reimbursement date for checks.

Note: To include manual claim refunds, select Refunds → Yes, in left column during report build.

The report results can be filtered by:

- Start and End dates
- Manual Claim refunds

Recommended Format: PDF

Employer Funding Report

TRI-AD

07/16/2024 - 08/16/2024

Employer Name	Date	Employee Name	Employee Id	Service Date	Claim Type	Indicator	Account Type	Amount	Check Number	Division Name
APTIA	07/16/2024	D	XXX-XX-	07/15/2024	Debit Card	Card	PKG	$9.00		
		Fitz H	XXX-XX-	07/15/2024	Debit Card	Card	TRN	$7.00		
		Gaet G	XXX-XX-	07/15/2024	Debit Card	Card	TRN	$72.00		
		Dor	XXX-XX	07/15/2024	Debit Card	Card	TRN	$8.00		
		Dor	XXX-XX-	07/15/2024	Debit Card	Card	TRN	$8.00		
		Do	XXX-XX-	07/15/2024	Debit Card	Card	TRN	$8.00		

APTIA : Employer Totals	**Total Manual Claims:**	$65,632.98
	Total Debit Card:	$134,337.07
	Total Repayment:	$0.00
	Total Settlement:	$199,970.05
TRI-AD: Report Total	**Total Manual Claims:**	$65,632.98
	Total Debit Card:	$134,337.07
	Total Repayment:	$0.00
	Total Settlement:	$199,970.05

Reimbursement History Report

The Reimbursement History Report is a summary of reimbursements for the employer. The report summarizes reimbursements by check number or direct deposit trace number, without giving any claim detail.

The report results can be filtered by:

- Start and End date
- Account Type
- Division
- Reimbursement Type (Note: Employer is only using Check Printing and Automatic Direct Deposit)
- Option to include reissued reimbursements.
- Option to include voided reimbursements

Recommended Format: Excel

Employer Name	Employer ID	Division	Class	Plan ID	Last Name	First Name	Employee ID	Account Type	Reimbursement Type	Reimbursement Date	Reimbursement Amount	Payment Cleared	Check/Trace Number	Payee Name	Void Date	Stop Payment	Bank Account Name	ACH Date	Check Status
APTIA	APTIA			TRANSIT	LN	FN	XXXXX0002	TRN	Automatic Direct Deposit	08/15/2024	$90.00		17287142	Name			BOA	08/15/2024	Issued
APTIA	APTIA			DCA	LN	FN	XXXXX0018	DCA	Automatic Direct Deposit	08/02/2024	$192.27		17169724	Name			BOA	08/02/2024	Issued
APTIA	APTIA			HCA	LN	FN	XXXXX0054	FSA	Check Printing	08/15/2024	$2,500.00		479	Name			BOA		Issued
APTIA	APTIA			HCA	LN	FN	XXXXX0146	FSA	Automatic Direct Deposit	08/02/2024	$892.03		17169711	Name			BOA	08/02/2024	Issued

HSA Administration

HSA Account Details Report

Employers can use the HSA Account Detail Report to view details about Employee HSA accounts within the Client Center. The report can identify active accounts, accounts that are pending CIP, Inactive HSA accounts, and general account statuses.

Recommended Format: Excel

Admin Name	Product Partner Name	Employer Name	Employer ID	Division	Employee First Name	Employee Last Name	Employee ID	Employee SSN	Employee Date of Birth	Employee Address Line 1	Employee Address Line 2
Aptia365	UMB Bank, n.a.	YourCompany	YourID	COLUMB	Name	Last	XXXXX0006	XXX-XX-0000	01/19/1982	221 W Crest Street	
Aptia365	UMB Bank, n.a.	YourCompany	YourID	Seattle	Name	Last	XXXXX6440	XXX-XX-0001	05/20/2000	221 W Crest Street	UNIT 10
Aptia365	UMB Bank, n.a.	YourCompany	YourID	COLUMB	Name	Last	XXXXX8454	XXX-XX-0002	01/24/2002	221 W Crest Street	

Employee City	Employee State	Employee Zip	Employee Email	Employee Phone Number	Account Type Code	Account ID	HDHP Eligible	Account Upload Status	Enrollment Date	Enrollment Method	ID Verification Status	ID Verification Failure Reason	Employee Account Status
Escondido	CA	92025	mail@email.com		UMB	123456123456	No	Application Approved	12/15/2022		ID Check Passed	N/A	Active
Escondido	CA	92025	mail@email.com		UMB	123456789123	No		12/15/2022		ID Check Passed	N/A	Term
Escondido	CA	92025	mail@email.com		UMB	123456987789	No	Awaiting Additional Information	07/03/2024		ID Check Failed	IDV No Records Found	Active

Employee Account Status	Error Code	Error Description	Account Number	Reassociation Account Number	Account Status	Product ID	Sig Card Received/ Account Open	Opt-In Status	E Signature Received Status	E Signature Received Date	E Signature Received Time	Proxy Disclosure Code	Account Open Date	Account Close Date
Active	25	New account	XXXXXXXXXXXXXXXX5651		Active	APTIA	Yes	No	No	1/1/1900	0:00		01/01/2023	
Term	25	New account	XXXXXXXXXXXXXXXX3664		Closed Account	APTIA	Yes	No	No	1/1/1900	0:00		01/01/2023	01/30/2024
Active	171	Account under review			Pending	APTIA	No	No	No	1/1/1900	0:00			