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# 1 # 7225–Benefit Category Report [Enhancement]

Report Fields		×
Description	Field	Tof
Annual Salary Bank Account Bank Account Bank Code Benefit Category Benefit Deduction Check Date Cost Code Cost Code DropAmt Cost Code Prenote Cost Code Prenote CostCodeBrkActJyp Date of Birth EE0/Drig, Hire Date Employee Amt(Den) Employee Amt(Den) Employee Amt(Den) Expenditure Acct Holdover Amount Liability Account Mailing Address#1 Mailing City Hailing State Mailing State Mailing State Mailing State Mailing State Mailing State Mailing State Mailing State Mailing State Mailing Cip Code Note	ANNSAL BANKACT BANKA NAME BENCOD BENDED WARCKDATE CHECK CSTCOD DRPAMT PRENOT HRACCTYP DOB OHIRDAT ERANT ERANT EXPACTNUM HLDOAMT LIAACTNUM O1MADR O2MADR O3MADR MCITY MSTATE MZIPCODE NOTE SSNO TOTAMT WARRANT	~
OK Find	d Search Cancel Help	Eof

The Benefit Category report is customizable and can be run as part of the periodic payroll warrant, on a set schedule, or on demand.

This will report on all category codes that are set up on the Paycheck Category table.

The list of fields is shown via the lookup when adding a field in the Paycheck Category Detail screen. The current list is shown on the left.

If there are fields not shown here that you want to be included in the report, please contact <u>support@admins.com</u> to request the enhancement.

Our most recent addition to the list was adding the warrant number at the request of one of our user sites.



## 1.1 Setting up the Benefit Categories Report

Begin by determining the category for the cost code to be reported on. Each **Cost Code** is associated with a **Paycheck Category**. The **Paycheck Category** code highlighted on the Cost Code table in the image is **"BC"**. To access the cost code table to see these codes, from the menu, select:

			Cost Code	Table			
Goto							
Actions		2 Cost Code	3 Description	Code		tegory	Status A
	1 Detail	EP BCS21	TER HMU SINGLE 21 PHYS	BC	BLUE CROSS	1	Inactive
		LK DUJEI	NER HAU SINGLE 25 PHTS		DECE CROSS		Toactive
ummary-benefit St		ER BUS26	YER MOSTER HEALTH FONTLY	BC	BLUE CRUSS		Octive
6 Add New		ER BCSTW	YER MASTER HEALTH SINGLE	BC	BLUE CROSS		Active
Copy This Code		CD MUA C	LUE FAMILY SCHOOL ADMINISTRATION	PC.	DI LE COOCC		Active
		EK HITT	LUE SINGLE SCHOOL ADMINISTRATION	- DC	DEDE CROSS		Active
7 Edit List		ER MH+ S	LUE EXTRA PAYMENT	BC	BLUE CROSS		Active
8 Detail List		HMO ADME	LUE FAMILY 12MTH SCHOOL AFSCME	BC	BLUE CROSS		Active
9 Emp By Code		LING ODMC	LUE IND 12MTH SCHOOL AFSCHE	- DC	DLUE CDOCC		Active
		HMU HUMS	LUE FAMILY TOWN	BL	BLUE CRUSS		Active
ategory Tables		HMO BCX	LUE FAMILY 21 PAYS	BC	BLUE CROSS		Active
0 Paycheck		LMODE	LUE FAMILY 26 PHTS	-bc	DITE CDUCC		HCtive
Benefit Statement		1 ILODA	LUE FINI IONIN SCHOOL HESCHE	-	DLUE CROOO		Active Rotive
togon Poporte		HMOBI	LIE STICLE 10W1	BC	BLUE CROSS		Pictive Rotiue
V Pauchack		HMOF TWN	UE SINGLE 26 PRYS	BC	BLUE CROSS	1	Botive
Regeft Statement		LMOE 04	LUE SNGL 10MTH SCHOOL AFSCME	PC.	DI LE CDOCC		Active
		HINDF 21	AM 21 CORRECTION	_pc	BLUE UKUSS		Inactive
Z Restrict To		HM0F26		BC	BLUE CROSS		Active
		HMOE42	RSION - HEALTH NONDEF	BC	BLUE CROSS		Inactive
		1101 42	H NON DEF FED				Inactive
		HMUS TWN	LUE NON DEF	BC	BLUE URUSS		Active
		HM0S21	RSION - CAR ALLOWANCE	BC	BLUE CROSS		Inactive
		LMOCOC	ALLOWANCE END OF YEAR BENEFIT	- PC	DI LE CDOCC		Active
		HPU526	SUPPORT	BL	BLUE URUSS		Active
		HM0S42	SUPPORT RHODE ISLAND	BC	BLUE CROSS		Hotive
		HMPE21C	U CHELU SUPPORT HRMSTRUNG	BC	BLUE CROSS	1	Inactive
		1001210	SUPPROCEITE	- E	DLUE 00000		Toactive
		MEDEX	CLERCET - NOV	BC	BLUE CROSS		Toactive
		Z44DEDS	SALING - INI	BC	BLUE CROSS		processe v

#### Human Resources ▶ Tables ▶ Cost Codes

Code 🔻	Description	Benefit	Category
BLXF26	BLUE CROSS FAMILY 75/25	BC	BLUE CROSS
BLXS26	BLUE CROSS SINGLE 65/35	BC	BLUE CROSS
ER BC F	EMPLOYER HMO FAMILY	BC	BLUE CROSS
ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS
ER MH+ F	EMPLOYER MASTER HEALTH FAMILY	BC	BLUE CROSS
ER MH+ S	EMPLOYER MASTER HEALTH SINGLE	BC	BLUE CROSS
HMO ADMF	HMO BLUE FAMILY SCHOOL ADMINISTRATION	BC	BLUE CROSS
HMO ADMS	HMO BLUE SINGLE SCHOOL ADMINISTRATION	BC	BLUE CROSS
HMO BCX	HMO BLUE EXTRA PAYMENT	BC	BLUE CROSS
HMOBF	HMO BLUE FAMILY 12MTH SCHOOL AFSCME	BC	BLUE CROSS
HMOBI	HMO BLUE IND 12MTH SCHOOL AFSCME	BC	BLUE CROSS
HMOF TWN	HMO BLUE FAMILY TOWN	BC	BLUE CROSS
HMOF21	HMO BLUE FAMILY 21 PAYS	BC	BLUE CROSS
HMOF26	HMO BLUE FAMILY 26 PAYS	BC	BLUE CROSS
HMOF42	HMO BLUE FAM 10MTH SCHOOL AFSCME	BC	BLUE CROSS
HMOS TWN	HMO BLUE SINGLE TOWN	BC	BLUE CROSS
HMOS21	HMO BLUE SINGLE 21 PAYS	BC	BLUE CROSS
HMOS26	HMO BLUE SINGLE 26 PAYS	BC	BLUE CROSS
HMOS42	HMO BLUE SNGL 10MTH SCHOOL AFSCME	BC	BLUE CROSS
MEDEX	MEDEX	BC	BLUE CROSS

In this case, there are 20 active cost codes in the "BC" paycheck category.

### 1.2 Select Fields to include in the Report on the Paycheck Category Table

The report columns shown on the report are defined on the detail page for each code on the Paycheck Category table. To select the fields that will be shown on the report, from the menu, select:

Human Resources Budget Collections	Bank Codes
Maintenance 2	> Bargaining Unit Table
Payroll Processing	> Base Buckets
Timesheet Entry	> Benefit Tiers
Special Processing	> Budget Group Table - Read Only
Void/Manual/Figure Paycheck	Category - Paycheck
Billing and Invoicing	> Cost Code
Bank Reconciliation	FLSA Codes
Queries	> Leave Accrual Rules
Reports >	> Pay Code
Tables >>>>	> Pay Group Table

#### Human Resources > Tables > Category – Paycheck

Select the Paycheck Category & click on [Detail].

<sup>2</sup> On the detail screen, set the report frequency options. This report can be run on demand, or with every warrant, or periodically.

3 Choose the order (where this benefit code will be listed on the report – depends on what other codes are set up for the report.)

Pay Group Table 4 Choose fields for the report. Employee number and name are always included; up to eight additional columns can be specified.

En [AUC] 6428-Paycheck Catego	ory		
Goto	Pay	vcheck Category	
Actions	2 Category BC B	4 Type Status Order# CkOrder  B Active 1 LUE CROSS B Active	
5 Add New	BC-ND B	CBS - NON W Active	
7 Cost Code Table		Paycheck Catego	pry
X Restrict To	CH Goto	Category BC BLUE CROSS	
	CL Actions  1 Summary  2 Add New	Category Type  Benefit/Deduction Wage Wage Category Type Wage Wage Wage Wage Wage Wage Wage Wag	and Benefit Report Order 1 Check Layout Order 2 -Ly
	3 Edit List 4 Cost Code Table 5 Pay Code Table	Place the field names below in the order in which they are to be	printed on the report
		Report Field Name         Description           1 EMPNO         Enclogee Name           3 EEFMT         Enclogee Name           4 EPPNT         Enclogee Name	_
		5 ESTCOD 6 MeRCHONE 7 DECK 7 DECK 8 MeRCHONE 9 TOTANT 10 10 10 10 10 10 10 10 10 10	Select the field names by right- clicking in the box and choosing the field to be included on the report from the lookup

Figure 1 Selecting the options for this code

## 1.3 Run the Report

Task 7225: Benefit Categories		×				
Benefit Categories						
Category Frequency:	O On Demand      Every Warrant O Monthly O Quarterly O Annually					
Print Report as:	○ Summary					
Required: Check Date Range (mmddyyyy)	From: 07012022 To: 09302022					
Optional: Enter up to 9 Warrant#'s	Edit 0 values:					
Run as O Preview O Print  PDF O If Printing use Duplex  Yes No	) Excel Lookup OK Cancel Clear All					

Samples are shown below.

To run the report on demand, from the menu, select:

#### Human Resources ▶ Reports ▶ Report Library ▶ By Paychecks/Other ▶ #7225 Benefit Categories

Enter a required check date range to limit the report to only the desired data.



March 2023

7225-HRBENDEDCAT.REP P1	rinted 15-Feb-2023 at 15:18	:44 by THERESA						Page 1
			Town	of Admins				
			Benefit	Categories				
			Check Date betwee	n 07012022 and 093	02022			
Category: BC BLUE CROSS								
Cost Code: ER BC F EMPLOYER HMO FAM	ILY							
Emp# Employee Name	Prenote Employee Amt(Ded)	Employer Amt(Ben)	Cost Code	Check Date	Check Number	Warrant	Total (Ded & Ben)	
002213 BARTLETT, MICHAEL P		15203.10		06-Jul-2022	0948598	903695	15203.10	
071294 CLINTON, LAWRENCE		17019.73		20-Jul-2022	0949734	903700	17019.73	
010483 DONAHUE, LYNN R		20566.87		31-Aug-2022	0962969	903717	20566.87	
070032 ESPOSITO, KEITH L		14951.11		03-Aug-2022	0961046	903706	14951.11	
071640 MCKINNEY, KAREN A		2422.42		03-Aug-2022	0960924	903703	2422.42	
010765 MOLLOY, KEITH M		20566.87		31-Aug-2022	0962968	903717	20566.87	
070855 O'NEILL, MARIE T		20566.84		14-Sep-2022	0964064	903723	20566.84	
000307 PERRY, KEITH JR		9426.70		24-Aug-2022	0962229	903714	9426.70	
071314 RANDAZZO, MARIE J		15202.91		06-Jul-2022	0949037	903694	15202.91	
071352 SAIYAN, KEITH		20399.04		06-Jul-2022	0949160	903694	20399.04	
071517 SCHMIDT, KEITH A		20566.87		24-Aug-2022	0962122	903714	20566.87	
006047 SLANEY, KAREN		23162.29		07-Sep-2022	0963296	903721	23162.29	
003071 WYNN, LYNN A		19096.09		10-Aug-2022	0961412	903709	19096.09	
Total # Employees: 13		219150.84					219150.84	
Selection Legend:								
Selected Report Format: In Detail								
Selected Check Date: 07012022 to 0	9302022							
Selected Frequency: Every Warrant	1							

Figure 2 The legend on the last page of the report will show what selections were made – shown is "Run as" PDF

[ADM-AUC-HR-10597]

### 1.4 Excel® Version

To run the report, from the menu, select:

#### Human Resources > Reports > Report Library > [4 By Paychecks/Other] > #7225–Benefit Categories

📼 [AUC] 7815-Rej	port Library Paychecks/Other	
Goto Actions	Report Library Paychecks/Other	E Task 7225: Benefit Categories X Benefit Categories
Report Categories	V220-Deriff Lt Categories       G463-Tables Audit Reports       G465-Tistory Audit Reports	Category Frequency:       On Demand @ Every Warrant () Monthly () Quarterly () Annually         Print Report as:       Osummary @ Detail         Required: Check Date Range (mmddyyyy)       From:       01-Jan-2023         Optional: Enter up to 9 Warrant#'s       Edit       0 values:         Run as () Preview () Print       ODF       @ Excel         If Printing use Duplex @ Yes       No       Lookup       OK         Cancel       Clear All

89	~ (4 ~ <del>=</del>	Benet	fit_Cagegory_7	7225_THERESA[1].xml - Excel					Ther		
File	Home Insert Page Layout	Formulas	Data	Review View Help							
A2		#									
A A	в	C	D	E	F	G	н	1	J	P	٩
1 Check	- Date between 09142022 and 092220	22									
2 Emp#	Employee Name	Prenote	Category	Category Description	CostCode	Cost Code Description	Employee Amt(Ded)	Employer Amt(Ben)	Cost Code	Direct Deposit	
3 007852	BRADY, KAREN B		BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT	32.87				
4 071655	WALSH, KAREN		BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT	12.98				
5	Total # of Employees: 2		BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT	45.85				
6											
7 Emp#	Employee Name	Prenote	Category	Category Description	CostCode	Cost Code Description	Employee Amt(Ded)	Employer Amt(Ben)	Cost Code	Direct Deposit	
8 007184	BOYAN, KEITH P		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
9 070168	BRODEUR, MICHAEL G		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
10 070149	BURCH, KEITH S		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
11 007788	CATALANO, LYNN		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
12 070684	CATANZARITI, MARIE M		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
13 007782	KILDUFF, LAWRENCE R		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
14 007111	LADOUCEUR, LAWRENCE E.		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
15 007737	MORO, KEITH P		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
16 071167	REMILLARD, MARIE		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
17 070447	SALISBURY, MICHAEL R		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
18	Total # of Employees: 10	harris .	inc.	CROTS	HMOBE	HMO BLUE FAMILY 12M 15 HOOL A	1,214.60	and the second second	Sec. Sec. 2	Sector and the sector s	

