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1 # 7225–Benefit Category Report [Enhancement]

Description	Field	Tof
Annual Salary	ANNSAL	
Bank Account	BANKACT	
Bank Code	BANK	
Bank Name	NAME	
Benefit Category	BENCOD	
Benefit/Deduction	BENDECD	
Check Date	WARCKDATE	
Check Number	CHECK	
Cost Code	CSTCOD	
Cost Code DropAmt	DRPAMT	
Cost Code Prenote	PRENOT	
CostCodeBnkActTyp	HRACCTYP	
Date of Birth	DOB	
EEO/Orig. Hire Date	OHIRDAT	
Employee Amt(Ded)	EEAMT	
Employer Amt(Ben)	ERAMT	
Expenditure Acct	EXPACTNUM	
Holdover Amount	HLDAMT	
Liability Account	LIACTNUM	
Mailing Address#1	O1MADR	
Mailing Address#2	O2MADR	
Mailing Address#3	O3MADR	
Mailing City	MCITY	
Mailing State	MSTATE	
Mailing Zip Code	MZIPCDE	
Note	NOTE	
Social Security #	SSNO	
Total (Ded & Ben)	TOTAMT	
Warrant	WARRANT	

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 support@admins.com 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:

Human Resources ▶ Tables ▶ Cost Codes

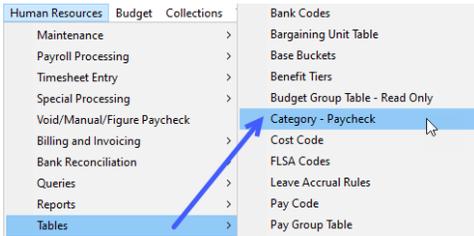
Cost Code	Description	Code	Benefit	Status
ER BCSS21	HER WHO SINGLE 21 PAYS	BC	BLUE CROSS	InActive
ER BCSS24	HER WHO SINGLE 24 PAYS	BC	BLUE CROSS	InActive
ER BCSS26	HER WHO SINGLE 26 PAYS	BC	BLUE CROSS	InActive
ER BCSTM	HER MASTER HEALTH FAMILY	BC	BLUE CROSS	Active
ER MH+ F	BLUE FAMILY SCHOOL ADMINISTRATION	BC	BLUE CROSS	Active
ER MH+ S	BLUE SINGLE SCHOOL ADMINISTRATION	BC	BLUE CROSS	Active
HMO ADMP	BLUE EXTRA PAYMENT	BC	BLUE CROSS	Active
HMO ADMS	BLUE FAMILY 10TH SCHOOL AFSCME	BC	BLUE CROSS	Active
HMO BCX	BLUE FAMILY 21 PAYS	BC	BLUE CROSS	Active
HMOBF	BLUE FAMILY 26 PAYS	BC	BLUE CROSS	Active
HMOBI	BLUE FAM 10TH SCHOOL AFSCME	BC	BLUE CROSS	Active
HMOBT	BLUE SINGLE 21 PAYS	BC	BLUE CROSS	Active
HMOF21	BLUE SINGLE 26 PAYS	BC	BLUE CROSS	Active
HMOF26	BLUE SINGLE 28 PAYS	BC	BLUE CROSS	InActive
HMOF42	NON DEF	BC	BLUE CROSS	InActive
HMOF21	NON DEF FED	BC	BLUE CROSS	InActive
HMOF26	NON DEF	BC	BLUE CROSS	InActive
HMOF42	NON DEF	BC	BLUE CROSS	InActive
HMOF21	NON DEF	BC	BLUE CROSS	InActive
HMOF26	NON DEF	BC	BLUE CROSS	InActive
HMOF42	NON DEF	BC	BLUE CROSS	InActive
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HMOF42	NON DEF	BC	BLUE CROSS	InActive
HMO				



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 ▶ Tables ▶ Category – Paycheck



- 1 Select the **Paycheck Category** & click on **[Detail]**.
- 2 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.)
- 4 Choose fields for the report. Employee number and name are always included; up to eight additional columns can be specified.

included; up to eight additional columns can be specified.

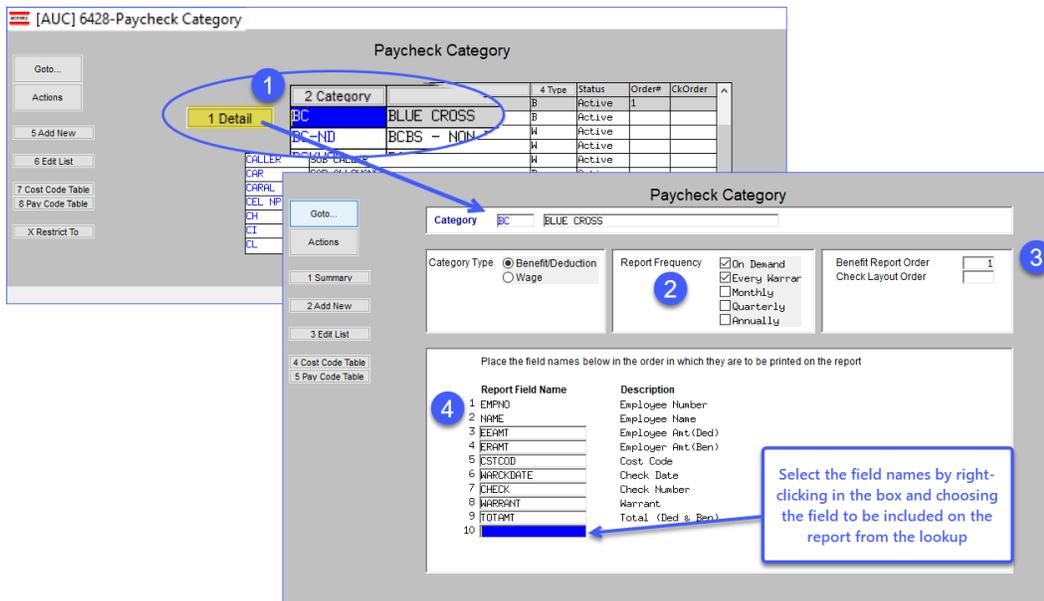
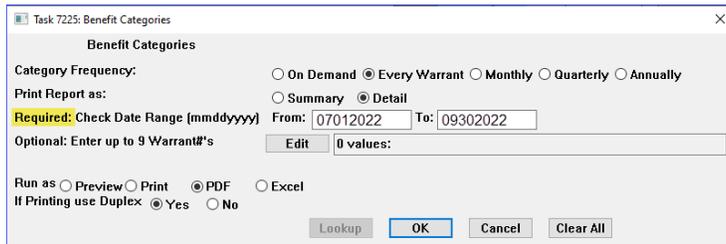


Figure 1 Selecting the options for this code

1.3 Run the Report



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.

Samples are shown below.



7225-HRBENDECAT.REP Printed 15-Feb-2023 at 15:18:44 by THERESA Town of Admins
Benefit Categories
Check Date between 07012022 and 09302022 Page 158

Category: BC BLUE CROSS
Cost Code: ER BC F EMPLOYER HMO FAMILY

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	RANDEZZO, MARIE J			15202.91		06-Jul-2022	0949037	903694	15202.91
071352	SAYAN, 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 09302022
Selected Frequency: Every Warrant

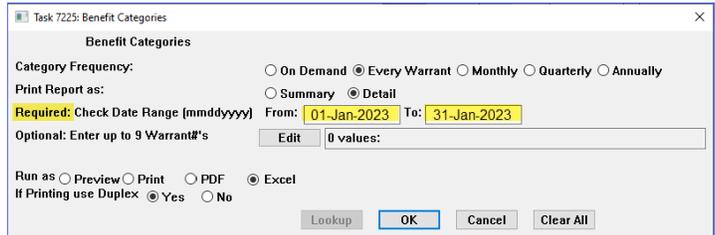
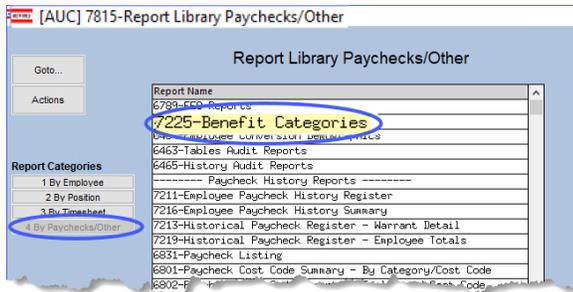
Figure 2 The legend on the last page of the report will show what selections were made – shown is “Run as” PDF

[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



Benefit_Category_7225_THERESA[1].xml - Excel

A2	Emp#	Employee Name	Prenote	Category	Category Description	CostCode	Cost Code Description	Employee Amt(Ded)	Employer Amt(Ben)	Cost Code	Direct Deposit	
1	Check Date between 09142022 and 09222022											
2	007852	BRADY, KAREN B		BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT	32.87				
3	071855	WALSH, KAREN		BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT	12.98				
4	Total # of Employees: 2											
5	Total Employee Amt: 45.85											
6	Total Employer Amt: 45.85											
7	007184	BOYAN, KEITH P		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
8	070188	BRODEUR, MICHAEL G		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
9	070149	BURCH, KEITH S		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
10	007788	CATALANO, LYNN		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
11	070684	CATANZARITI, MARIE M		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
12	007782	KILDUFF, LAWRENCE R		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
13	007111	LADOUCEUR, LAWRENCE E		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
14	007737	MORO, KEITH P		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
15	071167	REILLARD, MARIE		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
16	070447	SALSBURY, MICHAEL R		BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A	121.46				
17	Total # of Employees: 10											
18	Total Employee Amt: 1,214.60											
19	Total Employer Amt: 1,214.60											

Figure 3 Report #7225Benefit Category run as Excel®