

Retiree Billing Set UP

If you don't want Medicare credit, Skip Step 3

1. Enter Retiree's in employee info. if necessary
2. Create Customer numbers. Enter ID, employee name in format LAST\FIRST. Change Vendor Type to former EE and then in Tax ID find the employee. This will look at the employee screen and populate the vendor address. Click on the Customer box. We suggest you create a vendor reference code to indicate these are retirees and link to the retirees. Save record.

Vendor/Customer [Modify 000158]

ID 000158 Bagnardi\Kathyanna Quick Reference Active

Vendor Type Employee/Former EE 1099 W-9 Date 00/00/0000 MBE WBE Tax ID *****

Customer Type Other Vend Ref. RET RETIREE

Addresses DefaultAddresses/Contacts EFT 1099 Bid Info FY Totals Attachment

Addr.ID <MAIN> Address <MAIN> Company Bagnardi\Kathyanna Active Use For
Last Transaction 06/04/2018 Purchasing/AP
Address 1 Cold Spring Lane Bid
 Order
Country Remit

City Stamford State NY Zip 12167

Default to e-mail PO Web Site

Default as EFT Acct # Term Discnt 0.0000 % - 0 Days

Customer 000158 Default A/R Account 380.00

3. Go to Manage/Employee Benefits/Tables/Benefit category Maintenance
 - a. Look for the code MEDRMB. Look to see if USED has check mark in it. If not, place a check mark in it.

Benefits Category [MEDRMB]

Code MEDRMB

Description Medicare Reimbursement

Insurance Category (Use "Insurance Amount")

Used

4. Go to Manage/Employee Benefits/Tables/Employee Benefit Maintenance
 - a. Search to see if Medicare Reimbursement exists
 - b. IF there and inactive, just modify and activate it.
 - c. If not there, create one with the codes of MEDRMB (must be those exact letters)

Benefit Definition [MEDRMB-MEDRMB]

2018 Category MEDRMB Medicare Reimbursement
Benefit MEDRMB Medicare Reimbursement

Inactive
Acctng not active

Information **Employer Cost Distribution**

Plans Single
Eligible Employees By Benefit Group
Participation By Enrollment
Employee Contributions None
Cost Basis Reimbursement per Fee Schedule
Maximum Cost 0.00

Rate Factors
 Age is a Rate Factor Gender is a Rate Factor Salary is not a Rate Factor

Allow Multiple of Benefit for Individual Employees
 Show Warning when EE + ER amounts do not equal Premium

Calculation Method for partial months Undefined

Specify Payroll Deduction Codes in Benefit Definition

Non-Flex Blank
Flex Blank

Flex Option Available

5. Go to Manage/Employee Benefits/Tables/Benefit Plan Maintenance
 - a. Look for MEDRMB. If inactive modify and activate it
 - b. If not, do an add and make the category/benefit and Plan fields all the same with MEDRMB
 - c. Make sure a check mark in A/R credits to offset Health Premiums Due
 - d. Then click on the Plan/Rates accounting tab

Benefit Plan [Modify MEDRMB]

2018

Category: MEDRMB Medicare Reimbursement **Inactive**

Benefit: MEDRMB Medicare Reimbursement

Plan: MEDRMB Medicare Reimbursement

Information | Plan Rates / Accounting

None of these options are programmed to do anything at this time

Expense Reimbursement to Employee/Dependent

A/R Credits to offset Health Premiums Due:

Use negative Employee Deductions to Payout Benefit

Plan/Group Code: [] Participant ID: None

Renewal: Calendar Year

Vendor Billing Cycle: Monthly Month: Every Day: 1

Calculation Method for partial months: Undefined

Non-Flex: [] Blank

Flex Option Available: Flex: [] Blank

Default Dates based on Position Effective Date

Enrollment Date: Do not default a date Cutoff Month: [] Day: []

Premium Effective: Do not default a date Cutoff Month: [] Day: []

Deduction Effective: Do not default a date Cutoff Month: [] Day: []

On each line, create a code and description for all the plans. (IE: Health, Dental)

Benefit Plan [MEDRMB]

2018

Category: MEDRMB Medicare Reimbursement **Active**

Benefit: MEDRMB Medicare Reimbursement

Plan: MEDRMB Medicare Reimbursement

Information | Plan Rates / Accounting

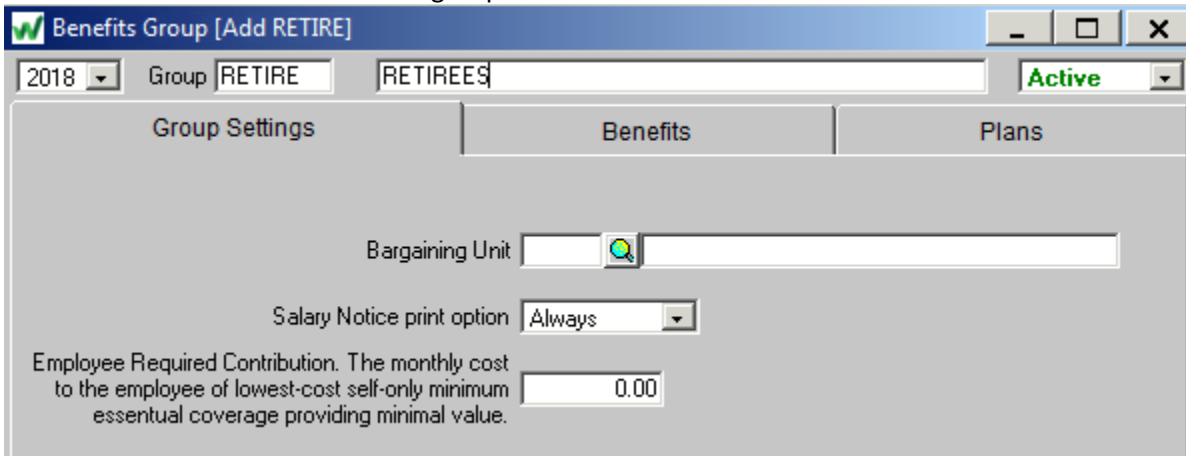
Description	
RETIREE FAMILY	
RETIREE INDIVIDUAL	

Rate: RETFAM RETIREE FAMILY

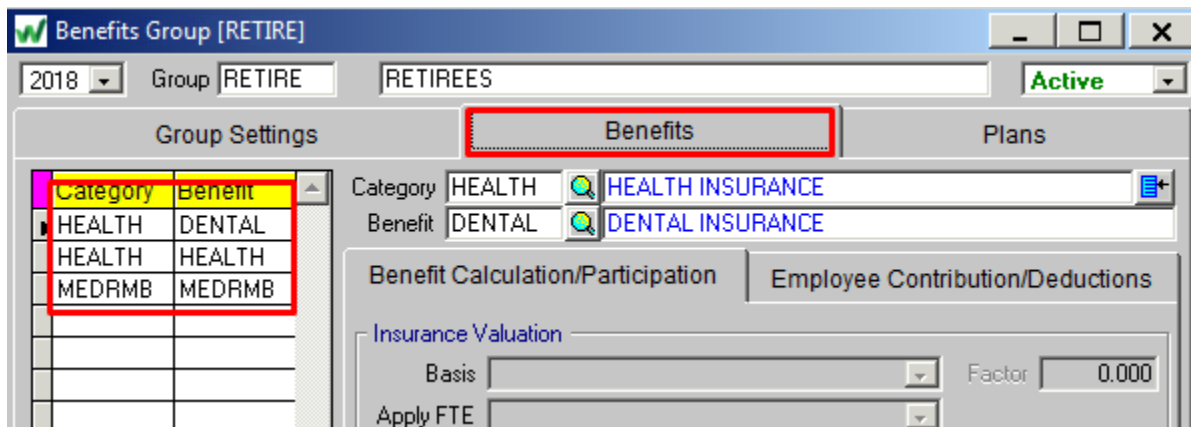
Seq	Rate	Effective	End Date	Not
01	107.500	07/01/2017	00/00/0000	

For each code, indicate the MONTHLY rate and the effective date of that rate

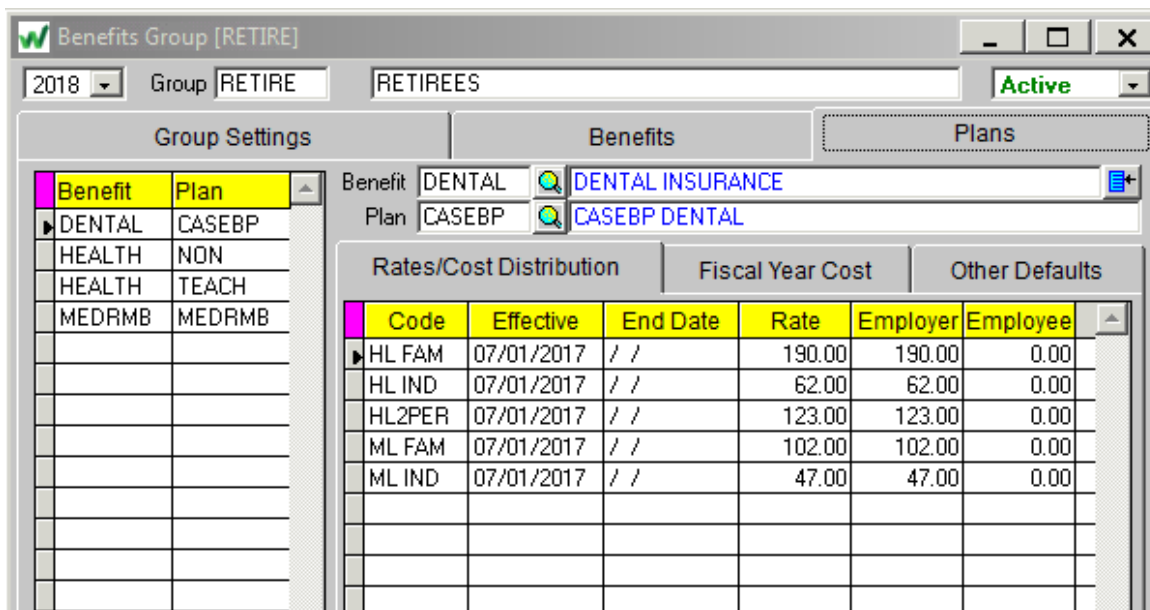
6. Go to Manage/Employee Benefits/Tables/Benefit Group Maintenance
 - a. Click ADD. Create a group for Retiree's



7. Click BENEFIT TAB
 - a. Attach category Health with Benefit of dental and health.
 - b. Attach category MEDRMB and Benefit MEDRMB



8. Click on the PLANS Tab
 - a. For each benefit allowed for Retirees, you need to disburse the monthly amount to what the employee pays and what the employer pays



9. Need to create a recurring Bill Schedule where the invoices will be linked to. **MUST have a category.**
 If auto debit from retiree accounts, you will need to have another schedule name IE: RETA
 Manage/Accounts Receivable/Bill Schedule Maintenance

Bill Schedule [RET]

Fund: 2018 A Schedule: RET Description: RETIREE BILLING

Billing Schedule initialized - No billing records exist

General Apply Credits Printing Specs Other Specs

Recurring Bill Schedule

Type: Retain Schedule Name Only

Description to use when a new schedule is generated: RETIREE BILLING

Category: RETIREE RETIREE BILLING

Maintain Receivables for each item billed/credited

Initialized: 06/15/2018 Invoice Date: []

Issued: [] Due Date: []

Printed: [] Invoices Issued: None

Credit Memos Issued: None

Click on the APPLY CREDITS TAB and make sure you have a check mark in the SHOW CREDITS APPLIED & NET INVOICE AMOUNT. This will create a one page invoice showing the bill amount minus the credit if you have any.

Bill Schedule [RET]

Fund: 2019 A Schedule: RET Description: RETIREE BILLING

Billing Schedule initialized - No billing records exist

General Apply Credits Printing Specs Other Specs

When this schedule is posted, apply existing credits by customer for the following Accounts Receivable G/L Accounts

Fund	G/L Acct	Fund Other Offset	Offset Sched Fund
A	380.00	.	.

Show Credits Applied & Net Invoice Amount

A/R Acct: Fund A G/L Account 380.00 Accounts Receivable

Subfund: []

Offset Acct. in that Fund G/L Account . Not applicable

Offset Acct. in Billing Schedule Fund G/L Account . Not applicable

10. Add Benefit Group for Retirees. **For all benefit plans.**

- a. go to benefit group maintenance/Plans tab/Other Defaults. Click Modify, key in data in red.

Benefits Group [Modify RETIRE]

2018 Group RETIRE RETIREES Active

Group Settings Benefits Plans

Benefit	Plan
DENTAL	CASEBP
HEALTH	NON
HEALTH	TEACH
MEDRMB	MEDRMB

Benefit DENTAL Plan CASEBP

Benefit DENTAL Plan CASEBP

Rates/Cost Distribution Fiscal Year Cost Other Defaults

Plan/Group Code

Default Dates based on Position Effective Date

Enrollment Date Do not default a date Mnth Day Cutoff

Premium Effective Do not default a date Mnth Day

Deduction Effective Do not default a date Mnth Day

Calculation Method for partial months Undefined

Off P/R Employer Accounting Defaults Fund

Off P/R Dependent Accounting Defaults

Payment Method WinCap Invoice

Bill Schedule Blank

A/R Acct Blank

Offset Acct

Enter the Bill schedule A/R Acct (DR) Offset Acct (CR)

11. Link retirees to plans. If these are for next fiscal year, you would enter Effective date (In RED) to be for the next fiscal year.

Employee [Modify 01372 KATHY BRUCE]

2018 01372 SS# KATHY BRUCE Retired

Information Positions Addt Items Budget Pay Sched Deductions H/R Assignments Attendance Benefits

On Payroll Off Payroll / Dependents Employee Share / Payroll Deductions IRS Form 1095

Name	Relationship	Relationship	Employee/Self	SS#	Active
BRUCE, KATHY	Employee/Self				
	Unspecified				

Last BRUCE First KATHY MI

DOB 03/12/1955 Gender Female FT Student Disabled

Vendr/Customr 000480 KATHY BRUCE

Billing Address 451 MAIN STREET, APT. 3 BEACON, NY 12508

Benefit Group RETIRE RETIREES Sub Grp

Benefit	Plan	Rate	Effective	End Date	Qualified	Reason	Premium Amt	ER Perid Amt
HEALTH	TEACH	INDVD	07/01/2017			RETIREE	0.00	0.00
							0.00	0.00

Benefit HEALTH Plan TEACH Rate INDVD

HEALTH INSURANCE/CASEBP PLAN L TEACHER/PLAN L INDIVIDUAL

ID#

Reason R RETIREE

Effective 07/01/2017 00/00/0000 Qualified 00/00/0000

Coverge Offer Safe Harbor Premium 0.00

Employer Cost Employee/Depndnt Cost Notes

Employee/Dependent Period Amt 0.00

Payment Method WinCap Invoice

Bill Schd RET RETIREE BILLING

A/R Acct 380.00 Accounts Receivable

Offset Acct 020.00 HEALTH INSURANCE

This is what the Medicare line Needs to look like

You have to click A/R CREDIT radial button and enter the Period Credit Amount

DO NOT CLICK BOB

Benefit	Plan	Rate	Effective	End Date	Qualified	Reason	Premium Amt	ER Perid Amt
HEALTH	TEACH	INDIVD	07/01/2017	//	//	RETIREE	826.00	700.00
MEDRM	MEDRM	RETIND	07/01/2017	//	//	RETIREE	0.00	0.00
			//	//	//		0.00	0.00

12. Once the plan information is linked in the tables for the New Year, you can massively update the retiree's records.

- Manage/Employee Benefits/Update Data for Benefit Rates/Other Group Based Benefits.
- DO NOT do MEDICARE REIMBURSEMENT. You will need to do this as many times as you have different BENEFITS**
- After hitting update, just click OK

Update Other Group Based Benefits

Fiscal Year: 2018

Criteria Name: Last Run

Benefit: All Qualifying Benefits

Plan: All Plans

Rate Code: All Rates

Group: All Groups

Where: [Empty]

Data effective on: 00/00/0000

On Payroll Enrollees Off Payroll Enrollees

Data to Update: Basis or Insured Amount, Premium Amount, ER/EE Period Amounts

Payroll Deduction - Number of Pays: 0.000

Normal Round Up Round Down

Update

13. To move retiree's into schedule

a. Manage/Employee Benefits/Post Off payroll Benefits to AR

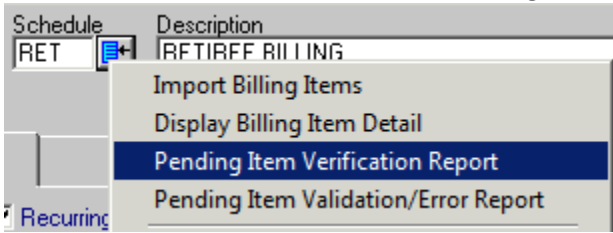
- i. The area's in RED are required. The Area with X's is for a generic message to be placed on the invoices
- ii. Make sure the Check box is UNSELECTED for Select only records not previously.....
- iii. Click Update

You will be taken to a grid showing what will be moved to the AR Schedule.
Click OK if all looks good

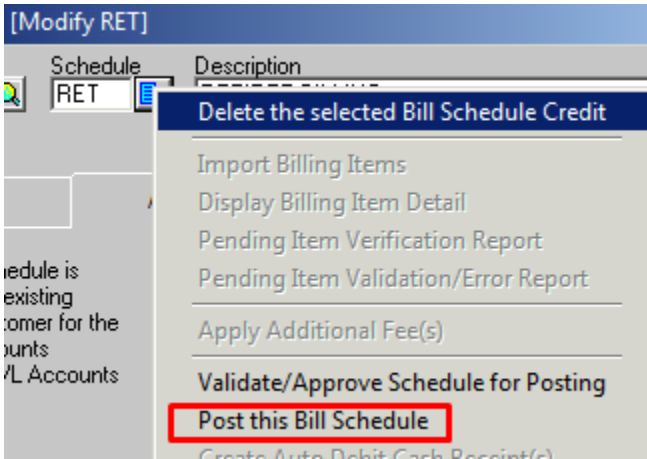
You will receive a report that you might want to print

14. Need to Post and print the invoices

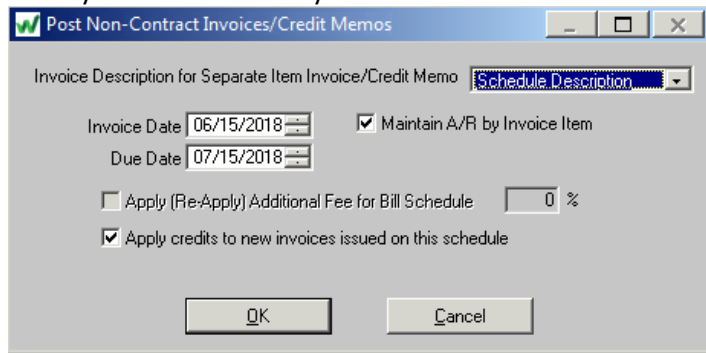
- a. Manage/Accounts Receivable/Bill Schedule Maintenance
- b. Find the schedule
- c. Click BOB and select Pending Item Verification Report and print and review the data



- d. Once all is good, click Modify and BOB and post the bill schedule

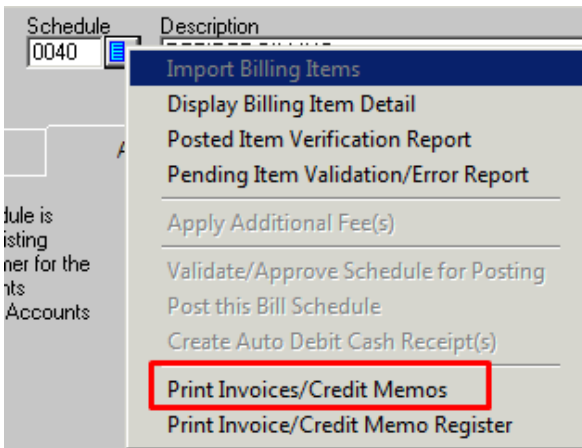


Modify screen if necessary and click OK



15. Print Invoices

- a. Click BOB and select Print Invoices/Credit Memos



In order to create invoices in the next fiscal year, the following needs to be done:

1. Initiate HR rollover
2. Initiate Benefit Rollover
3. Cut over A C and F funds
4. Roll AR Schedules (Manage/AR/Bill Sched Maint/Find RET click BOB and roll