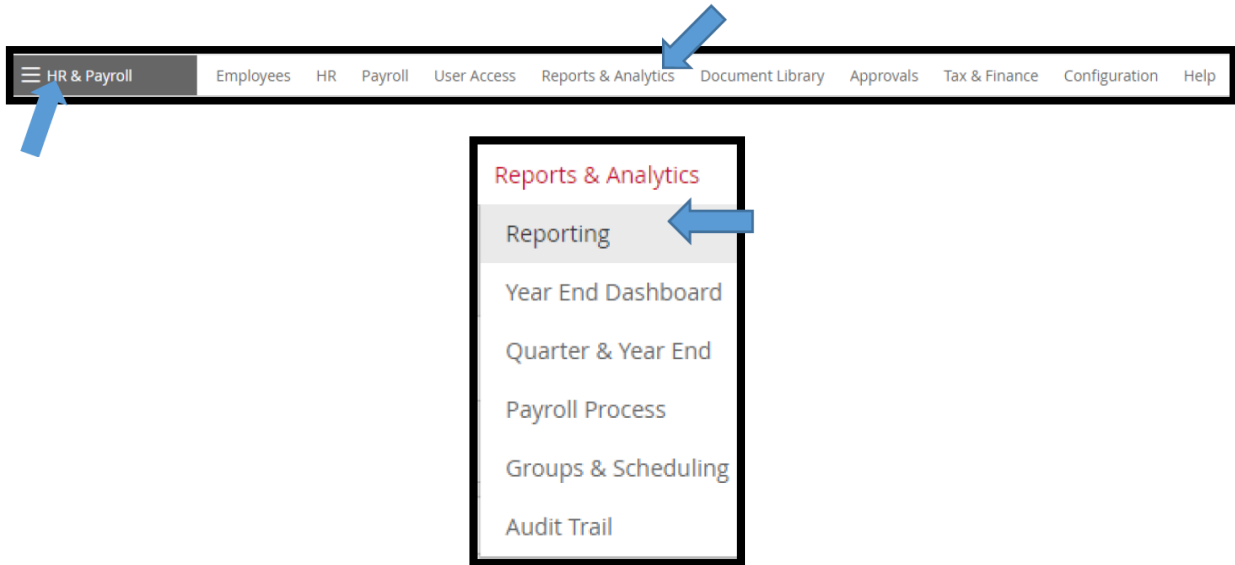


# Reconciling Agency Check Report to Benefit Billing Report

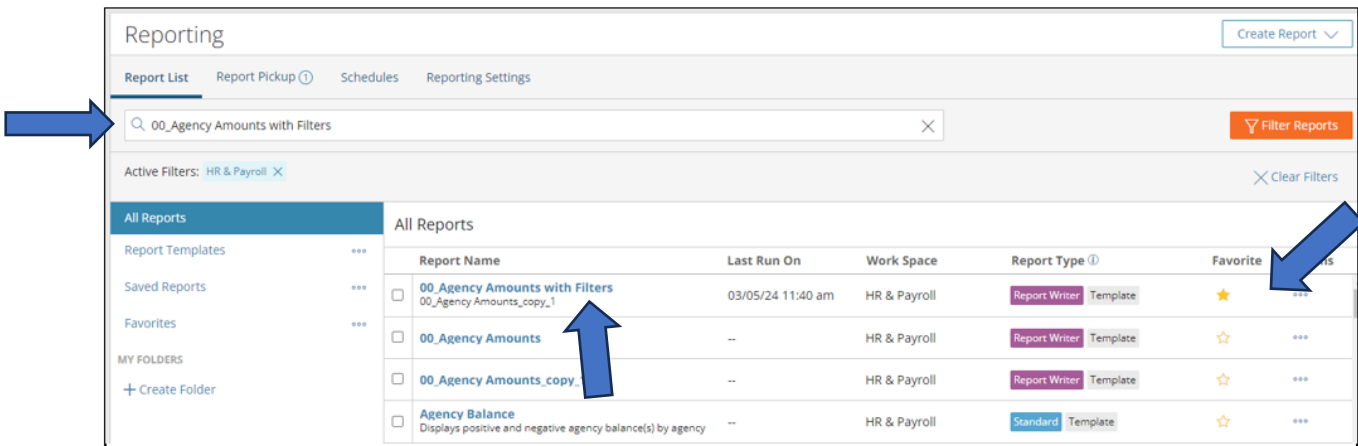
This guide will show you how to pull the necessary reports and provide a brief overview of what reconciliation should look like.

## Generate the Agency Check Report from HR & Payroll

1. Go to **HR & Payroll > Reports & Analytics > Reporting**.



2. Type **00\_Agency Amounts with Filters** in the Search bar.



3. Save to your **Favorites** by clicking the gold star in the Favorite column, so you don't have to search for this report next time.
4. Click on the Report Name.

5. In **Payroll Filters**, click on Process Date Range and select the correct timeframe. The date range should be the earliest pay period to the latest pay period of the month.

Payroll Filters

Timeframe (required)

Most Recent Pay Period

Current Month

Prior Month

Current Year to Date

Prior Year to Date

Current Quarter

Prior Quarter

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Process Date Range

From

02/09/2024 - 2024020901

To

02/23/2024 - 2024022301

6. Click on **Export**.

Save

Export

7. Change Export Type to Excel 2007+ (.xlsx); checkmark Display Filter Options Used at Run Time; and click on **Run**.

Export

Run Cancel

Export Name Dynamic Options

Export Type

Excel 2007+ (.xlsx)

File Extension Override

Format

Display Employees without Data

Display Filter Options Used at Run Time

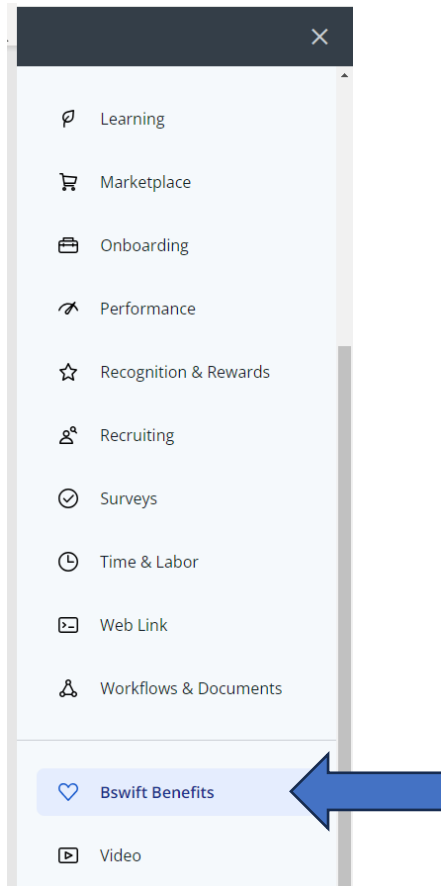
## Generate the Billing Report from Bswift Benefits

1. Go to **HR & Payroll**.

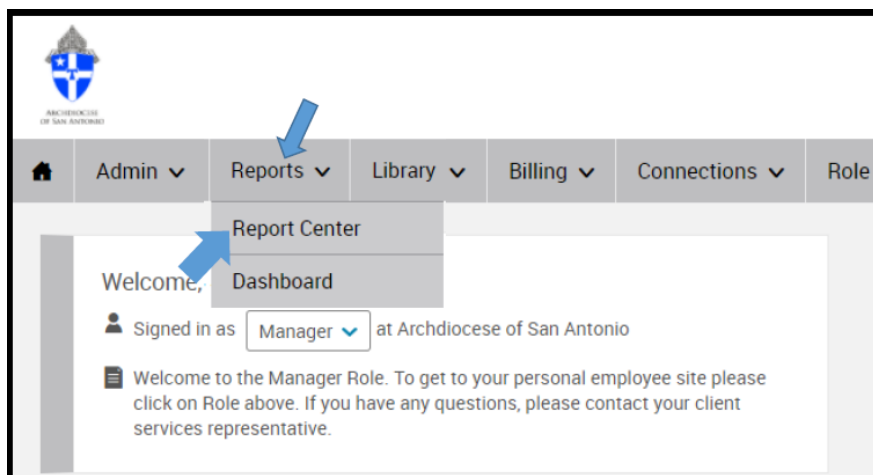
HR & Payroll

Employees HR Payroll User Access Reports & Analytics Document Library Approvals Tax & Finance Configuration Help

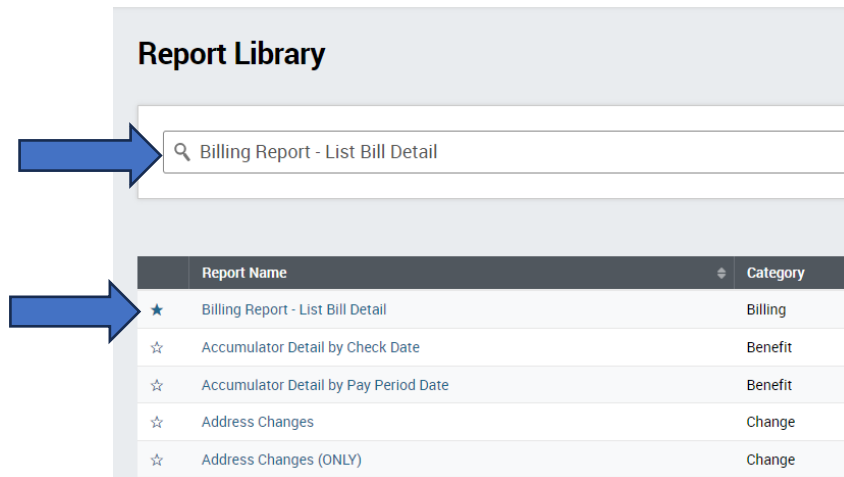
2. Click on **Bswift Benefits**.



3. Click on **Reports > Report Center**.



4. Type *Billing Report – List Bill Detail* in the search bar.



5. Star the report so that the next time you reach this page, the report automatically appears at the top of the list.
6. Click on the Report Name.
7. Scroll to the bottom of the page and change your **Report Dates** to Fixed Date (first day & last day of the month).

The screenshot shows the 'Report Dates' configuration panel. It has a dark header with the text 'Report Dates'. Below the header, there are two rows of controls. The first row is for the 'Start Date', with a dropdown menu set to 'Fixed date' and a date input field containing '02/01/2024'. The second row is for the 'End Date', with a dropdown menu set to 'Fixed date' and a date input field containing '02/29/2024'.

8. Change Output Type to Excel and click on **Run**.

The screenshot shows the 'Report Filters' configuration panel. It has a dark header with the text 'Report Filters'. Below the header, there is a section for 'Add Condition'. Below that, there are several controls: 'Show Header' with an unchecked checkbox, 'Run Offline' with an unchecked checkbox, and 'Output Type' with a dropdown menu set to 'Excel'. To the right of these controls is an 'Offline Report Name' input field. At the bottom of the panel, there are two buttons: 'Run' and 'Save As'. A blue arrow points to the 'Run' button.

## Comparing the Agency Check Report Against the Bswift Billing Report

There are a variety of ways to reconcile. You will have to find a way that works best for you. You may use pivot tables or vlookups. Or you may simply print both reports and place them side by side and compare each employee one-by-one.

## Compare the Employee & Employer Premiums Listed on Both Reports

- Research employee and employer premium variances by checking the premiums for new hires, terminations, and life events to ensure premiums are collected for the month.
- Determine whether the premiums should be corrected in Bswift and contact HR to update.
- Enter prior period adjustments for employee/employer corrections on the payroll grid. Contact Isabel Benitez for assistance at [isabel.benitez@archsa.org](mailto:isabel.benitez@archsa.org) or 210-731-1604.

### Example:

In comparing the Agency Check Report with the Bswift Billing Report, you can see that the monthly amounts do not match.

### 00\_Agency Amounts with Filters Report

Company ID	Employee ID	First Last	ERLIF Amount	ERMED Amount	DNTL Amount	LTD Amount	MDCL Amount	STD Amount	VISEN Amount	Employee Totals (B)
52660	12552	Yolanda Gutierrez								0.00
52660	12794	Linda Adams	6.00	690.00	33.70	23.00	72.00	12.40	6.12	843.22
52660	12914	Barbara Duncan	0.00		0.00					0.00
52660	13050	Maria Black	6.00		33.70				6.12	45.82
52660	13399	Jose O'Campo								0.00
52660	64192	Antonio Martinez								0.00
52660	64268	Evelyn Cervante Cantu								0.00
52660	64340	Reynaldo R Muniz								0.00
52660	64356	Maria Rodriguez								0.00
52660	64396	Rosicella S Aquino								0.00
52660	64398	Guadalupe P Olivarez								0.00
52660	64485	Joseph Luna								0.00
52660	147017	Sylvia Carreon								0.00
52660	171000	Rebecca Dunbar	6.00							6.00
52660	171001	David Munoz								0.00
52660	171002	Ricardo Guerra								0.00
52660	171003	Steven Montez, OMI								6.00
52660	171004	Feliciano Lopez-Ortiz								6.00
Report Total Records: 18			18.00	690.00	67.40	23.00	72.00	12.40	12.24	895.04

### Billing Report – List Bill Detail Report

Client Name	Employee ID	Last Name	First Name	Benefit Plan Type	Period Start Date	Period End Date	Period EE Cost	Period ER Cost	Premium
Archdiocese of San Antonio	52660-1279400	Adams	Linda	Dental	2/1/2024	2/29/2024	\$33.70	\$0.00	\$33.70
Archdiocese of San Antonio	52660-1279400	Adams	Linda	Vision	2/1/2024	2/29/2024	\$6.12	\$0.00	\$6.12
Archdiocese of San Antonio	52660-1279400	Adams	Linda	Basic Employee Life	2/1/2024	2/29/2024	\$0.00	\$6.00	\$6.00
Archdiocese of San Antonio	52660-1279400	Adams	Linda	Long Term Disability	2/1/2024	2/29/2024	\$23.00	\$0.00	\$23.00
Archdiocese of San Antonio	52660-1279400	Adams	Linda	Short Term Disability	2/1/2024	2/29/2024	\$12.40	\$0.00	\$12.40
Archdiocese of San Antonio	52660-1279400	Adams	Linda	Medical	2/1/2024	2/29/2024	\$72.00	\$690.00	\$762.00
Archdiocese of San Antonio	52660-1305000	Black	Maria	Dental	2/1/2024	2/29/2024	\$33.70	\$0.00	\$33.70
Archdiocese of San Antonio	52660-1305000	Black	Maria	Vision	2/1/2024	2/29/2024	\$6.12	\$0.00	\$6.12
Archdiocese of San Antonio	52660-1305000	Black	Maria	Basic Employee Life	2/1/2024	2/29/2024	\$0.00	\$6.00	\$6.00
Archdiocese of San Antonio	52660-17100000	Dunbar	Rebecca	Basic Employee Life	2/1/2024	2/29/2024	\$0.00	\$6.00	\$6.00
Archdiocese of San Antonio	52660-17100300	Montez OMI	Steven	Basic Employee Life	2/1/2024	2/29/2024	\$0.00	\$6.00	\$6.00
Archdiocese of San Antonio	52660-17100400	Lopez-Ortiz	Feliciano	Basic Employee Life	2/1/2024	2/29/2024	\$0.00	\$6.00	\$6.00
							\$187.04	\$720.00	\$907.04

Upon further analysis, you can ultimately determine that the monthly payroll for the two priests at this particular parish were not processed in February; and you will have to double-up in March to get back on track.