

Settlement Report: Employer Funding Report

Details

The *Employer Funding* report provides a list of debit card, direct deposit, and check reimbursements. These are divided by date to give employers an idea of the total dollars being utilized by their participants for bank reconciliation.

- The report can be run for transactions and reimbursements within a specified date range.
 - For card transactions and automatic direct deposit reimbursements, the settlement date is used.
 - For check and NACHA file direct deposit reimbursements, the reimbursement date is used.
- Manual claim refunds can be included or excluded from this report.

Best Practices

- We recommend that this report is scheduled to run **monthly** (or based on the employer's reconciliation schedule).

Requesting the Report

This report can be accessed on demand by navigating to [main menu > reports > request > settlement](#), and selecting Employer Funding from the list of available reports.

Whether generating the report on demand or scheduling it, you will be able to configure several options to customize the report to your needs. Fields with an asterisk (*) are required.

Employer Funding Report

Admin: Thrive Pass

Employer: Test Employer Test Employer ☐ List All

Account Segment: <All>

Start Date: 1/5/2022 12:00:00 AM

End Date: 1/5/2022 12:00:00 AM

Include Manual Claim Refunds: No

Exclude Hidden Transactions: No

Format: PDF

Optional Columns : None

Report Request Field	Description
Admin*	ThrivePass
Employer*	If the report is run by an employer user, only their employer will appear.
Account Segment	If segments are associated with the selected employer, users will only see those account segments available to the user's visible segments.
Start Date	The first day in the date range by which the report is filtered.
End Date	The last day in the date range by which the report is filtered.
Include manual claim refunds	If 'Yes' is selected, manual claim refunds will be included in the report. If 'No' is selected, they will be excluded.
Format	This report is currently available in HTML, mHTML, Excel, PDF, MS Word, and TIFF.

Report Results

The *Employer Funding* report generates with the following headings:

- Employer name
- Date (for card transactions and automatic direct deposit reimbursements, this is the settlement date; for NACHA direct deposit and check reimbursements, this is the reimbursement date)
- Employee name
- Employee ID
- Service date
- Claim type (debit card or manual claim)
- Indicator (card, direct deposit, check, etc)
- Account type
- Amount
- Check number (if applicable)
- Division name (if applicable)

Results are grouped by date. Manual claim, debit card, and settlement grand totals are provided for each date, then totaled at the bottom.

Below is an example of an *Employer Funding* report output in PDF format.

HJ Test Environment 01/01/2015 - 12/29/2015										
Employer Name	Date	Employee Name	Employee Id	Service Date	Claim Type	Indicator	Account Type	Amount	Check Number	Division Name
1234	08/31/2015	Street, Nicholas	XXX-XX-ett1	08/31/2015	Debit Card	Card	FSA	\$50.00		
								Total Manual Claims:	\$0.00	
								Total Debit Card:	\$50.00	
								Total Settlement:	\$50.00	
1234: Employer Totals								Total Manual Claims:	\$0.00	
								Total Debit Card:	\$50.00	
								Total Settlement:	\$50.00	
Company Four	04/17/2015	TestUser, Tim	XXX-XX-User	04/17/2015	Debit Card	Card	FSA	\$1.00		
								Total Manual Claims:	\$0.00	
								Total Debit Card:	\$1.00	
								Total Settlement:	\$1.00	
Company Four: Employer Totals								Total Manual Claims:	\$0.00	
								Total Debit Card:	\$1.00	
								Total Settlement:	\$1.00	
Company Three	07/08/2015	Sample, Elizabeth J	XXX-XX-ple1	12/20/2014	Manual Claim	Direct Deposit	FSA	\$100.00	8	
		Sample, Elizabeth J	XXX-XX-ple1	07/01/2015	Manual Claim	Direct Deposit	DCA	\$10.00	11	
		Sample, Elizabeth J	XXX-XX-ple1	07/02/2015	Manual Claim	Direct Deposit	HRA	\$10.00	12	
								Total Manual Claims:	\$120.00	
								Total Debit Card:	\$0.00	
								Total Settlement:	\$120.00	
	08/11/2015	Sample, Elizabeth J	XXX-XX-ple1	08/11/2015	Manual Claim	Check	HRA	\$3.00	4	
								Total Manual Claims:	\$3.00	
								Total Debit Card:	\$0.00	
								Total Settlement:	\$3.00	
	12/03/2015	Sample, Elizabeth J	XXX-XX-ple1	08/11/2015	Manual Claim	Check	HRA	\$3.60	5	
		Sample, Elizabeth J	XXX-XX-ple1	08/11/2015	Manual Claim	Check	HRA	\$4.30	5	
								Total Manual Claims:	\$7.90	
								Total Debit Card:	\$0.00	
								Total Settlement:	\$7.90	
Company Three: Employer Totals								Total Manual Claims:	\$130.90	
								Total Debit Card:	\$0.00	
								Total Settlement:	\$130.90	
HJ Test Environment: Report Total								Total Manual Claims:	\$130.90	
								Total Debit Card:	\$51.00	
								Total Settlement:	\$181.90	