

How To: Adding contributions to FSA – DCAP – PKG – TRN.

Example: Kristin has a \$1200 FSA election. She contributes \$100 per month. As of 8/23, she has contributed \$800 for the year.

Using the example above, you can adjust the Contrib YTD column.

STEP 1.) Login and locate Participant profile. Click [Enter Deposit](#).

EMPLOYEE / Accounts

Benefit Accounts

Please find the employee

Employee ID:

Bellinger, Kristin				DETAILS	DEPENDENTS	NOTES
EMPLOYEE ID XXXXX0623	ADMINISTRATOR BBP Admin	EMPLOYER Better Business Planning, Inc.	EMPLOYER ID BBPBBP	STATUS Active		
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID fluffs726	REIMBURSEMENT METHOD DirectDeposit		
Home	Demographics	Accounts	Cards	Statuses	History	Enter Claim
						Enter Deposit
						Communications

The employee elected the following flex accounts. Click the Account Type to edit the account. To delete, select the account by clicking the checkbox next to it and click the DELETE button

Plan Year:

Accounts

<input type="checkbox"/>	Type	Plan Date	PlanId	Annual Election	Contrib YTD	Other Deposits	Disb YTD	Avail Bal	Auth	Disb. Bal	Balance Due	Status
<input type="checkbox"/>	FSA	Start: 1/1/2019 End: 12/31/2019	FSA	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	New
	Balance Due Total										\$0.00	1 account found.

Step 2. Add the YTD Contribution / Correction (can use negative numbers to lower YTD Contributions)

On the New Deposit screen, choose the following options:

- Choose No for display to cardholder
- Uncheck both enforcement options
- Choose deposit type: Payroll
- Enter the contribution amount to the Employee and/or Employer Deposit line
- Click Save

New Deposit

Bellinger, Kristin			DETAILS	D	
EMPLOYEE ID XXXXX0623	ADMINISTRATOR BBP Admin	EMPLOYER Better Business Planning, Inc.			
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID fluffs726		
Home	Demographics	Accounts	Cards	Statuses	History

Transaction

Account Type:	FSA FSA [1/1/2019-12/31/2019 [3/31/2020]]
Account Status:	New
Deposit Date:	8/23/2019
Display in cardholder screen?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display Date:	8/23/2019
	<input type="checkbox"/> Enforce Participant Eligibility Dates
	<input type="checkbox"/> Enforce Account Effective Dates
Note:	
Deposit Type:	Payroll
Employee Deposit*:	800
Employer Deposit*:	
Amount:	

STEP 3: View Plan Details

To see this, click on the account name in blue

[EMPLOYEE](#) / Accounts

Benefit Accounts

Please find the employee

Employee ID:

Bellinger, Kristin				DETAILS	DEPENDENTS	NOTES		
EMPLOYEE ID XXXXX0623	ADMINISTRATOR BBP Admin	EMPLOYER Better Business Planning, Inc.	EMPLOYER ID BBPBBP	STATUS Active				
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID fluffs726	REIMBURSEMENT METHOD DirectDeposit				
Home	Demographics	Accounts	Cards	Statuses	History	Enter Claim	Enter Deposit	Communications

The employee elected the following flex accounts. Click the Account Type to edit the account. To delete, select the account by clicking the checkbox next to it and click the DELETE button

Plan Year:

Accounts

<input type="checkbox"/>	Type	Plan Date	PlanId	Annual Election	Contrib YTD	Other Deposits	Disb YTD	Avail Bal	Auth	Disb. Bal	Balance Due	Status
<input type="checkbox"/>	FSA	Start: 1/1/2019 End: 12/31/2019	FSA	\$1,200.00	\$800.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	New
Balance Due Total											\$0.00	1 account found.

STEP 4: Choose the correct calendar

To do this, choose the calendar from the dropdown menu

Example: Kristin contributes Monthly so look for a monthly calendar

Account Details: FSA (1/1/2019-12/31/2019)

Employee Account ID: 0000131958

Account Balance

Current Annual Election: ▼ \$1,200.00

Annual Election/Prefunded Amount \$1,200.00

+Other Deposits: \$0.00

-YTD Disbursements: \$0.00

Available Balance: \$1,200.00

-Auth Hold: \$0.00

Disbursable Balance: \$1,200.00

Balance Due: \$0.00

Contributions YTD

Employee YTD Contributions: \$800.00

Employer YTD Contributions: \$0.00

Edit account status, rollover status, election amounts here

Status: New

Suspend Debit Card Activity

Effective Date:

Termination Date:

Last day to submit Claims: 3/31/2020
Run out date was used to determine the last day to submit claims.

Carryover eligibility: Yes No

Employee Broker ID:

Enrollment Method: N/A

Account Segment Id: --None--

Rollover Status:

Last Modified by Bellinger, Kristin [Administrator User] on 8/23/2019.

Auto Deposit Information

Payroll Deposit Calendar: None

	Contributions Paid to Date	Contribution Amount	Prefunded Amount
Employee:	800.00	400.00	1,200.00
Employer:	0.00	0.00	
Total:	800.00	400.00	1,200.00

Calculate

Save Cancel

Account Details: FSA (1/1/2019-12/31/2019)

Employee Account ID: 0000131958

Account Balance

Current Annual Election: ▼ \$1,200.00

Annual Election/Prefunded Amount \$1,200.00

+Other Deposits: \$0.00

-YTD Disbursements: \$0.00

Available Balance: \$1,200.00

-Auth Hold: \$0.00

Disbursable Balance: \$1,200.00

Balance Due: \$0.00

Contributions YTD

Employee YTD Contributions: \$800.00

Employer YTD Contributions: \$0.00

Edit account status, rollover status, election amounts here

Status: New

Suspend Debit Card Activity

Effective Date:

Termination Date:

Last day to submit Claims: 3/31/2020
Run out date was used to determine the last day to submit claims.

Carryover eligibility: Yes No

Employee Broker ID:

Enrollment Method: N/A

Account Segment Id: --None--

Rollover Status:

Last Modified by Bellinger, Kristin [Administrator User] on 8/23/2019.

Auto Deposit Information

Payroll Deposit Calendar: BBPMONTHLY2017 (Monthly)

Auto Deposit Date: 1/1/2019

Total Payroll Deposits: 0 of 12

	Contributions Paid to Date	Contribution Amount	= Remaining Contributions	+/- Last Deposit Adjustment	= Total Expected Contribution	Prefunded Amount
Employee:	800.00	+ (33.33	* 12) + 0.04	= 1,200.00	1,200.00
Employer:	0.00	+ (0.00	* 12) + 0.00	= 0.00	
Total:	800.00	33.33		0.04	1,200.00	1,200.00

Calculate

STEP 5: The auto deposit date is the next date there will be a payroll contribution. Once the next contribution date is entered, click "Calculate" and the calendar will reset itself and adjust the remainder of the contributions expected for the year. Click Save.

Example: Kristin contributes once per month, her next contribution date is 9/1

Account Details: FSA (1/1/2019-12/31/2019)

Employee Account ID: 0000131958

Account Balance

Current Annual Election: ▼ \$1,200.00

Annual Election/Prefunded Amount \$1,200.00

+Other Deposits: \$0.00

-YTD Disbursements: \$0.00

Available Balance: \$1,200.00

-Auth Hold: \$0.00

Disbursable Balance: \$1,200.00

Balance Due: \$0.00

Contributions YTD

Employee YTD Contributions: \$800.00

Employer YTD Contributions: \$0.00

Edit account status, rollover status, election amounts here

Status:

Suspend Debit Card Activity ?

Effective Date:

Termination Date:

Last day to submit Claims: 3/31/2020
Run out date was used to determine the last day to submit claims.

Carryover eligibility: Yes No

Employee Broker ID:

Enrollment Method:

Account Segment Id:

Rollover Status:

Last Modified by Bellinger, Kristin [Administrator User] on 8/23/2019.

Auto Deposit Information

Payroll Deposit Calendar:

Auto Deposit Date*:

Total Payroll Deposits: 0 of 12

	Contributions Paid to Date	(Contribution Amount	* Remaining Contributions) +/- Last Deposit Adjustment	= Total Expected Contribution	Prefunded Amount
Employee:	800.00	+ (33.33	* 12) + 0.04	= 1,200.00	1,200.00
Employer:	0.00	+ (0.00	* 12) + 0.00	= 0.00	
Total:	800.00	33.33		0.04	1,200.00	1,200.00

Example: Next contribution date is 9/1/19 → click Calculate → Click Save

Account Details: FSA (1/1/2019-12/31/2019)

Employee Account ID: 0000131958

Account Balance

Current Annual Election: ▼ \$1,200.00

Annual Election/Prefunded Amount \$1,200.00

+Other Deposits: \$0.00

-YTD Disbursements: \$0.00

Available Balance: \$1,200.00

-Auth Hold: \$0.00

Disbursable Balance: \$1,200.00

Balance Due: \$0.00

Contributions YTD

Employee YTD Contributions: \$800.00

Employer YTD Contributions: \$0.00

Edit account status, rollover status, election amounts here

Status: New ▼

Suspend Debit Card Activity ?

Effective Date:

Termination Date:

3/31/2020

Last day to submit Claims: Run out date was used to determine the last day to submit claims.

Carryover eligibility: Yes No

Employee Broker ID:

Enrollment Method: N/A ▼

Account Segment Id: --None-- ▼

Rollover Status:

Last Modified by Bellinger, Kristin [Administrator User] on 8/23/2019.

Auto Deposit Information

Payroll Deposit Calendar: BBPMONTHLY2017 (Monthly) ▼

Auto Deposit Date*: 9/1/2019

Total Payroll Deposits: 8 of 12

	Contributions Paid to Date	(Contribution Amount	* Remaining Contributions) +/-	Last Deposit Adjustment	= Total Expected Contribution	Prefunded Amount
Employee:	800.00	+ (100.00	* 4) + 0.00		= 1,200.00	1,200.00
Employer:	0.00	+ (0.00	* 4) + 0.00		= 0.00	
Total:	800.00	100.00		0.00	1,200.00	1,200.00

STEP 6: Confirm your Contrib YTD equal what they are supposed to

EMPLOYEE / Accounts

Benefit Accounts

Employee Account information was updated successfully.

Please find the employee

Employee ID:

Bellinger, Kristin				DETAILS	DEPENDENTS	NOTES ▲		
EMPLOYEE ID XXXXX0623	ADMINISTRATOR BBP Admin	EMPLOYER Better Business Planning, Inc.		EMPLOYER ID BBPBBP	STATUS Active			
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID fluffs726	REIMBURSEMENT METHOD DirectDeposit				
Home	Demographics	Accounts	Cards	Statuses	History	Enter Claim	Enter Deposit	Communications

The employee elected the following flex accounts. Click the Account Type to edit the account. To delete, select the account by clicking the checkbox next to it and click the DELETE button

Plan Year:

Current ▼

Accounts

<input type="checkbox"/>	Type	Plan Date ▼	PlanId	Annual Election	Contrib YTD	Other Deposits	Disb YTD	Avail Bal	Auth	Disb. Bal	Balance Due	Status
<input type="checkbox"/>	FSA	Start: 1/1/2019 End: 12/31/2019	FSA	\$1,200.00	\$800.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	New
Balance Due Total											\$0.00	1 account found.