

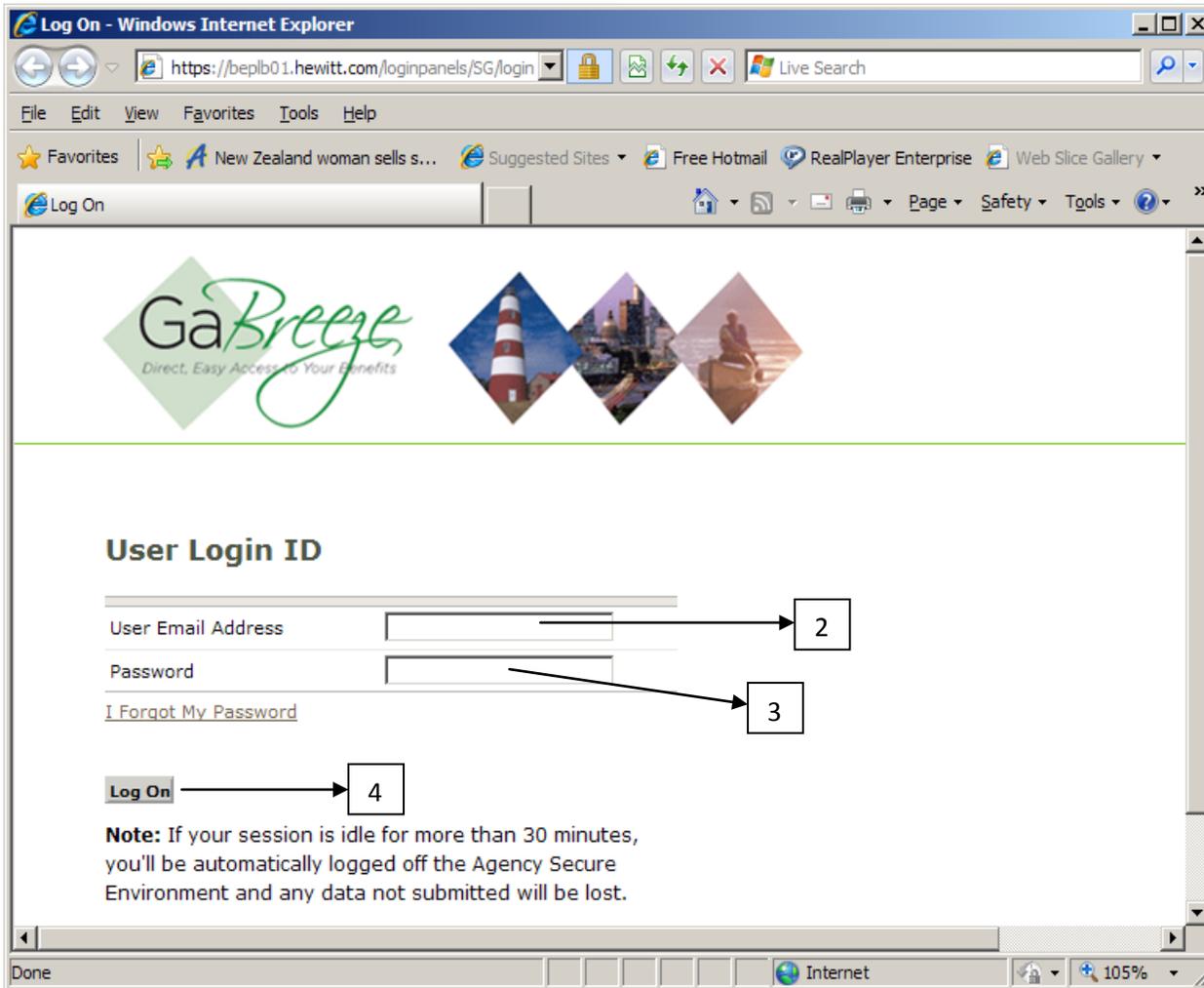
Downloading Financial Manager Reports from GaBreeze Employer Website

- Summary
 - Detail

Please note: While these instructions are tailored for Financial Manager reports, the same steps may be utilized to download any report in the Report Type menu.

1. Access the GaBreeze Employer website:

<http://resources.hewitt.com/gabreezeemployer>



2. Enter "User Email Address"
3. Enter "Password"
4. Click "Log On"

Agency Resource Site - Windows Internet Explorer

https://beplb01.he Witt.com/sga/home.htm

Agency Resource Site

Agency Listing | Log Off

Print Page

Agency Secure Environment

Step 1: Choose an Agency

Select Agency/Group ID

5

Step 2: Choose a Section/Task

- Employee Inquiry--See employee HR indicative data.
- Smart Forms--Process employee HR indicative data updates.
- Your Reports--Download or upload reports.
- Agency Profile--View and update agency information, contacts and security.
- Audit Log--View and track actions take on the site by agency users.

Continue 7

Change Password

Copyright Information | Legal Information | Contact Us | Log Off

Internet 105%

5. This information should be “pre-populated”
6. Select “Your Reports”
7. Click “Continue”

The screenshot shows a web browser window titled "Download Report - Windows Internet Explorer". The address bar displays "https://bepib01.hewitt.com/sga/downloadreportform.htm". The page header includes the "GaBreeze" logo and navigation links: "Home", "Employee Inquiry", "Smart Forms", "Your Reports", "Agency Profile", and "Audit Log". The main content area is titled "Download Reports" and contains a form with three dropdown menus for "Report Type", "Month", and "Year", each with "-- Choose One --" as the selected option. Below the form are "Search" and "Reset" buttons. A "Print Page" link is located to the right of the form. A "Related Information" box on the right contains links for "How to Download Reports", "GaBreeze Reporting Tool", and "Link to Upload Reports". At the bottom of the page, there are links for "Copyright Information", "Legal Information", "Contact Us", and "Log Off". Four numbered callouts are present: 8 points to the "Report Type" dropdown, 9 points to the "Month" dropdown, 10 points to the "Year" dropdown, and 11 points to the "Search" button.

8. Select the report
9. Select the month of coverage for the report
10. Select the year
11. Click "Search"

Download Report - Windows Internet Explorer
https://bepib01.hewitt.com/sga/downloadreportform.htm

Home | Employee Inquiry | Smart Forms | **Your Reports** | Agency Profile | Audit Log

Download Reports

Print Page

Report Type: Financial Manager Summary Report
Month: May
Year: 2010

Search | Reset

Search Results

Date	Report	Records
05-10-2010	05102010-Financial Manager Summary Report	710

Download | Total Records: 1

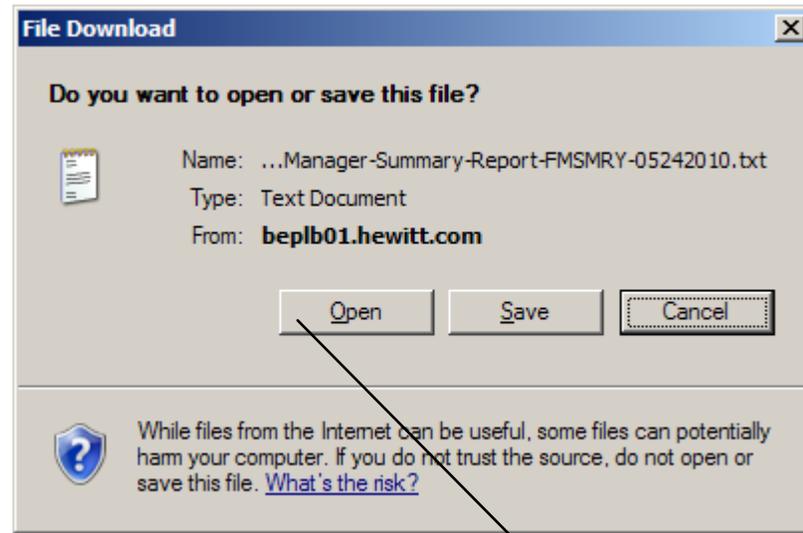
Copyright Information | Legal Information | Contact Us | Log Off

12

13

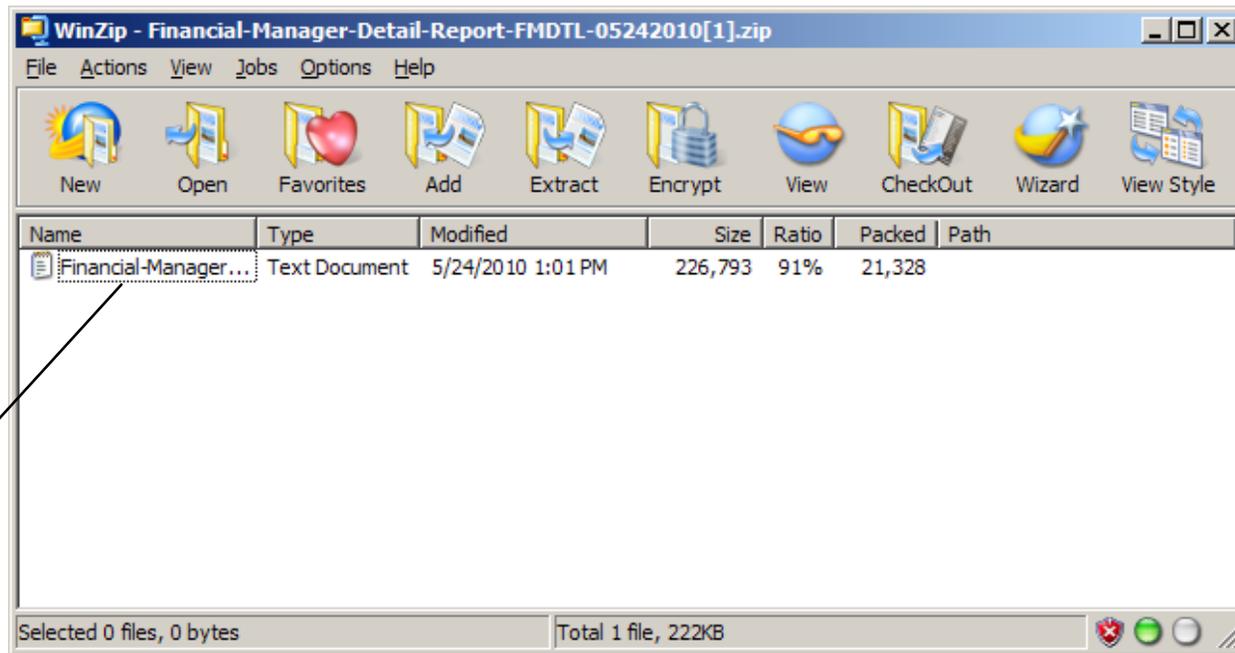
12. Select the appropriate report
- * Financial Manager Summary Report
 - * Financial Manager Detail Report

13. Click "Download"



14

14. Click "Open"

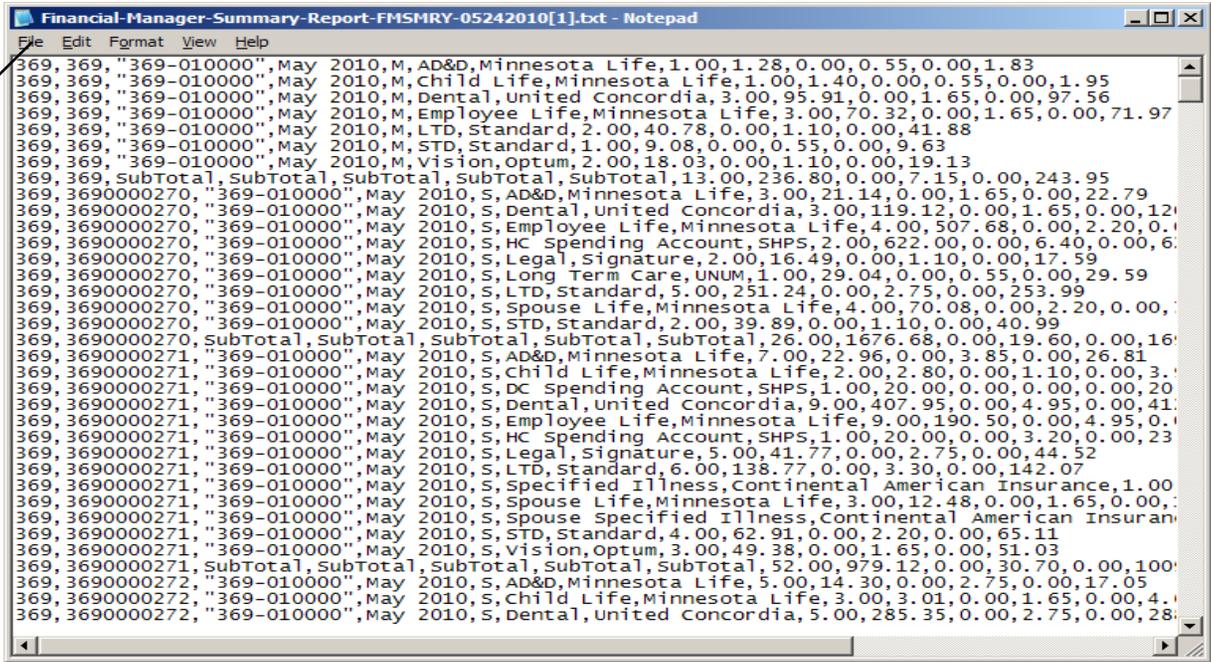


15

15. Click on the report name

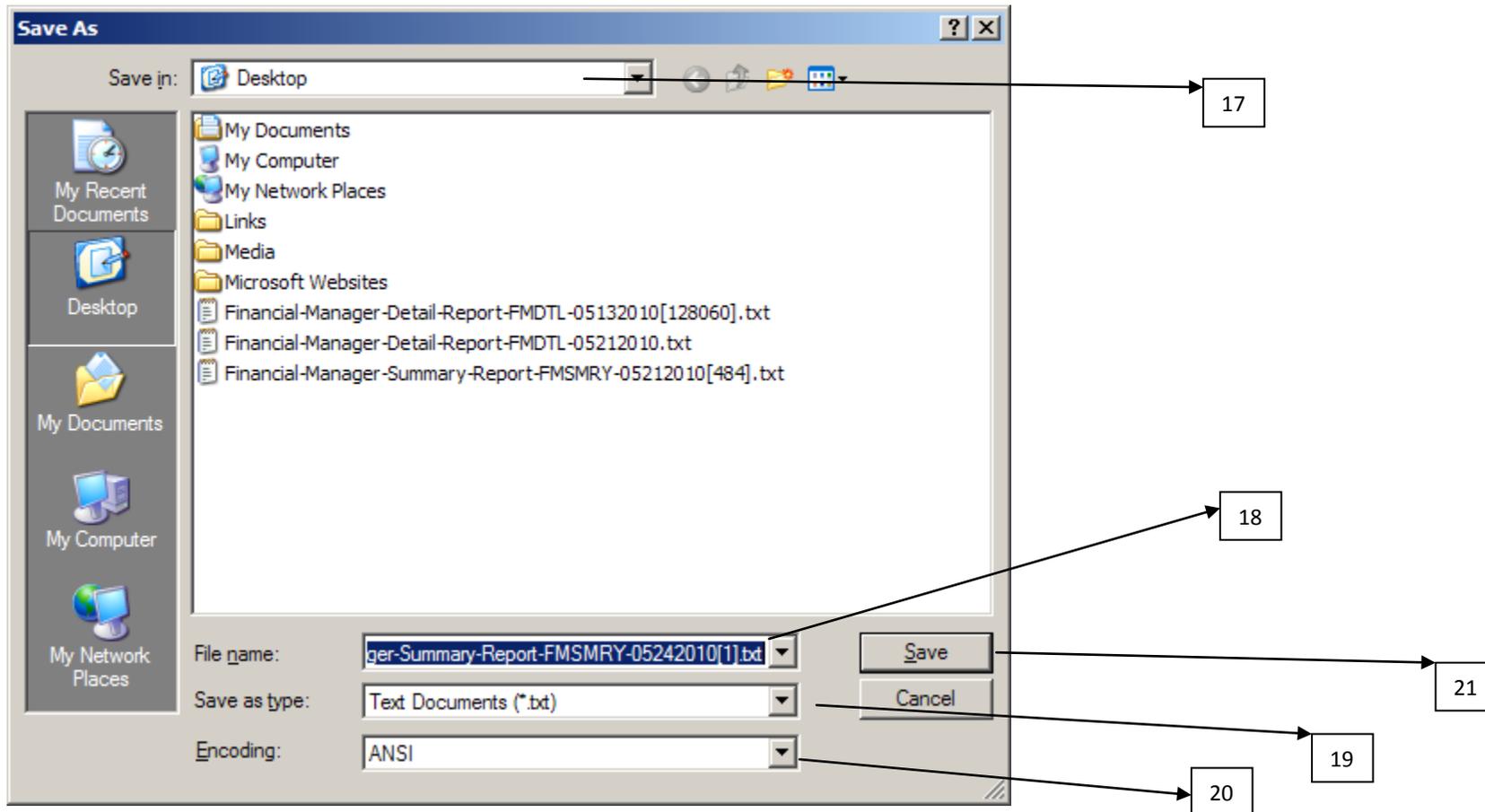
If this screen does not appear, go to Step # 16

16



```
Financial-Manager-Summary-Report-FMSMRY-05242010[1].txt - Notepad
File Edit Format View Help
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```

16. Click "File" and select "Save As"



17. Select a location for the saved file
18. File comes up in the required file name - Do Not Change
19. Do Not Change
20. Do Not Change
21. Click "Save" and box will disappear

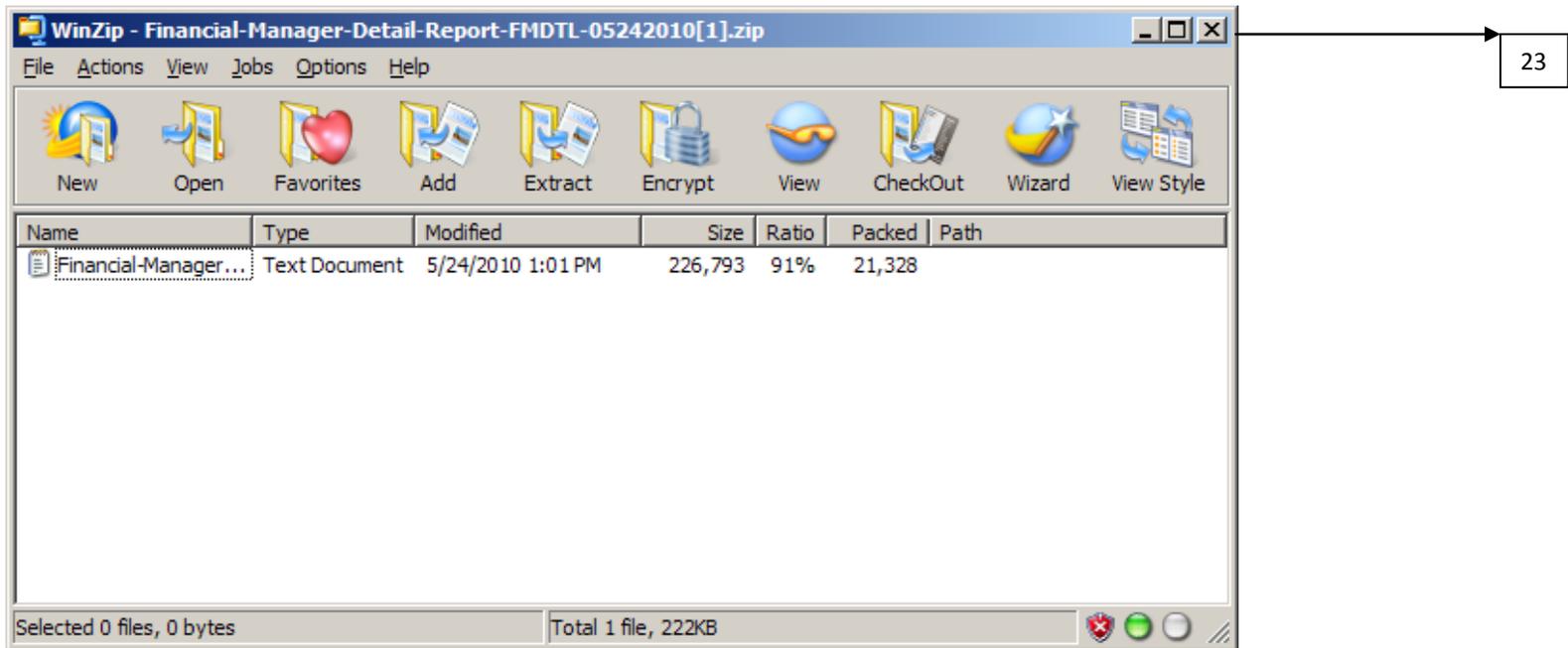
Financial-Manager-Summary-Report-FMSMRY-05242010[369].txt - Notepad

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File Edit Format View Help
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```

22

22. Click "x" to close box



23. Click "x" to close box

This box will not appear if not seen during Step # 15, proceed to next step.

Download Report - Windows Internet Explorer
https://beplb01.hewitt.com/sga/downloadreportform.htm

Home | Employee Inquiry | Smart Forms | Your Reports | Agency Profile | Audit Log

Download Reports

Report Type: Financial Manager Summary Report
Month: May
Year: 2010

Search | Reset

Search Results

Date	Report	Records
05-10-2010	05102010-Financial Manager Summary Report	710

Download | Total Records: 1

Print Page

Related Information

- How to Download Reports
- GaBreeze Reporting Tool
- Link to Upload Reports

24

Copyright Information | Legal Information | Contact Us | Log Off

Internet | 105%

24. Click on "GaBreeze Reporting Tool"

Download Reports - Windows Internet Explorer
https://bep1b01.hewitt.com/sga/downloadreportform.htm#

File Edit View Favorites Tools Help

Download Reports

GLYNN COUNTY SCHOOL SYSTEM (6631000) | [Choose a different agency](#) | [Agency Listing](#) | [Log Off](#)

GaBreeze Reporting Tool - Windows Internet Explorer
https://bep1b01.hewitt.com/sga/relatedinfo.htm?page=help/reportingtoolhelp

- PSR Deduction Report (daily)
- PSR Payroll Results Report (per pay run)
- PSR Payroll Reconciliation Report (ad hoc)

HR and payroll data can be updated by launching an Excel template, entering the updates, and exporting them to an upload ready format. Detailed instructions can be found in the tool.

Double click on the icon and then save the tool to a local agency drive. Check periodically to see if the tool has been updated. If you have an older version, then download the latest tool.


GaBreeze Reporting
tool v4.0

Note: When using this tool it will prompt upon opening if it's okay to enable macros. Select "Enable Macros". If it doesn't prompt (Excel 2007 won't) then find the setting in Excel to Enable Macros and make sure it's on. If you get errors when clicking on one of the buttons, then it's likely the macros are not enabled.

Print Page

Information

Download

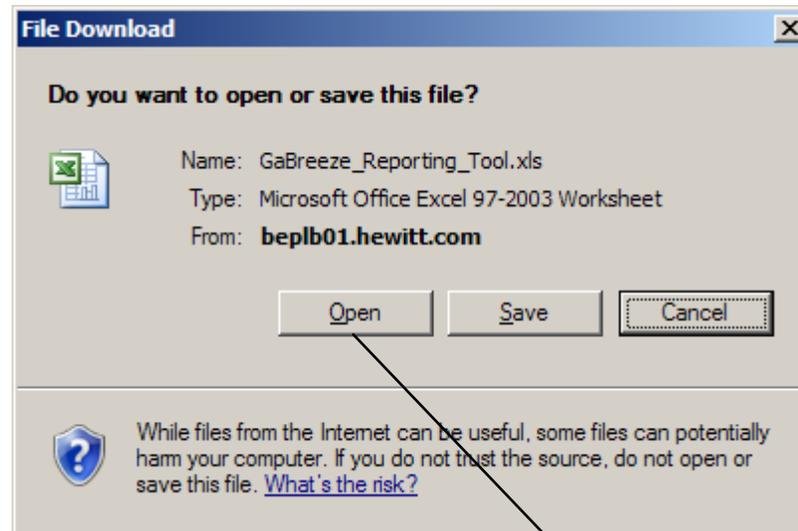
GaBreeze Reporting Tool

Upload Reports

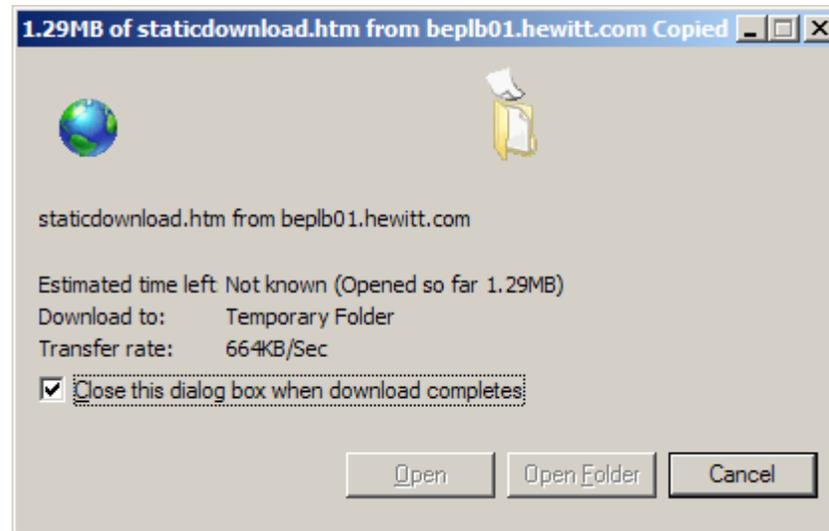
Done Internet 105%

25

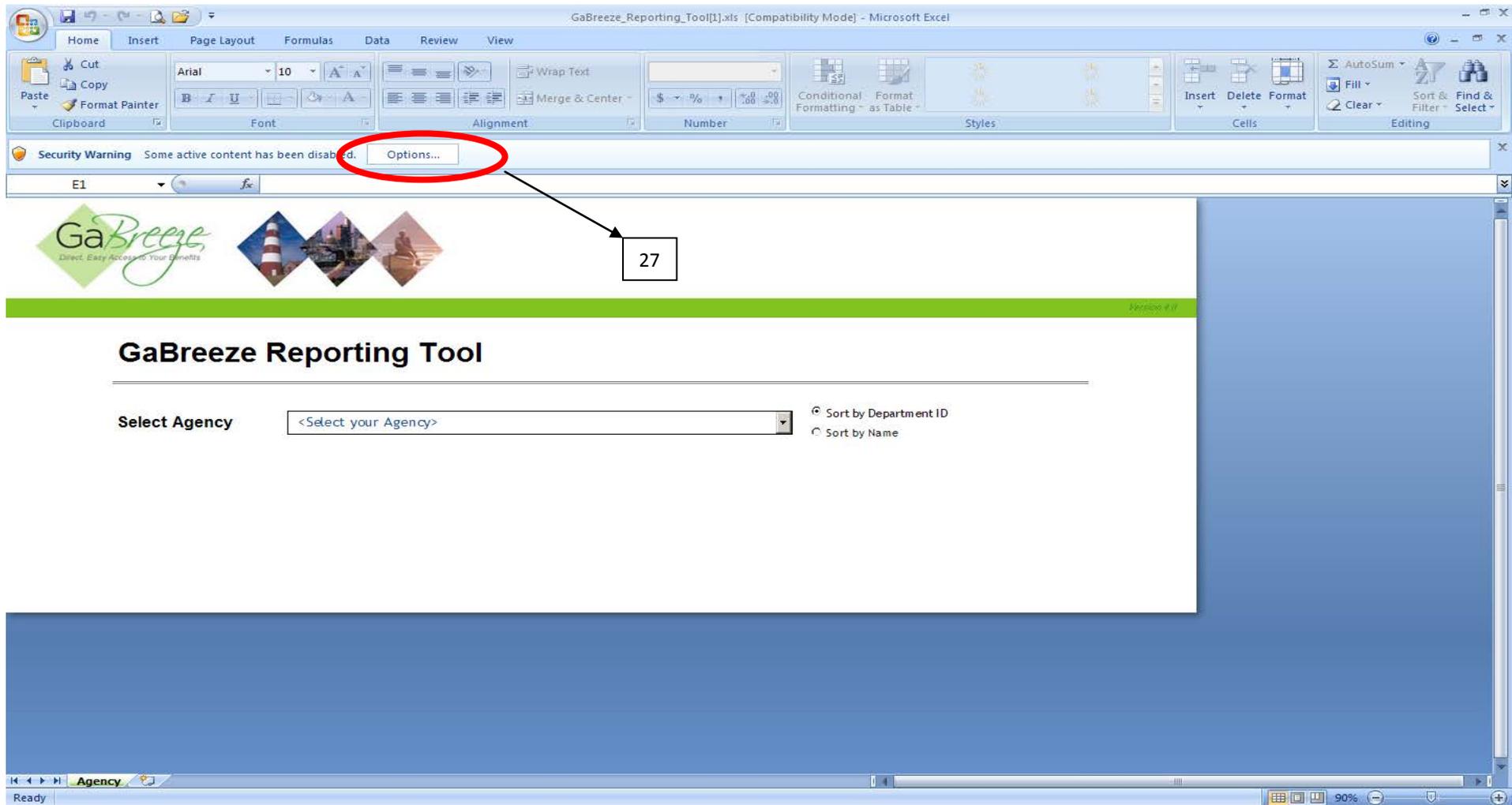
25. Scroll to bottom of page and Click on GaBreeze Reporting Tool



26. Click "Open"

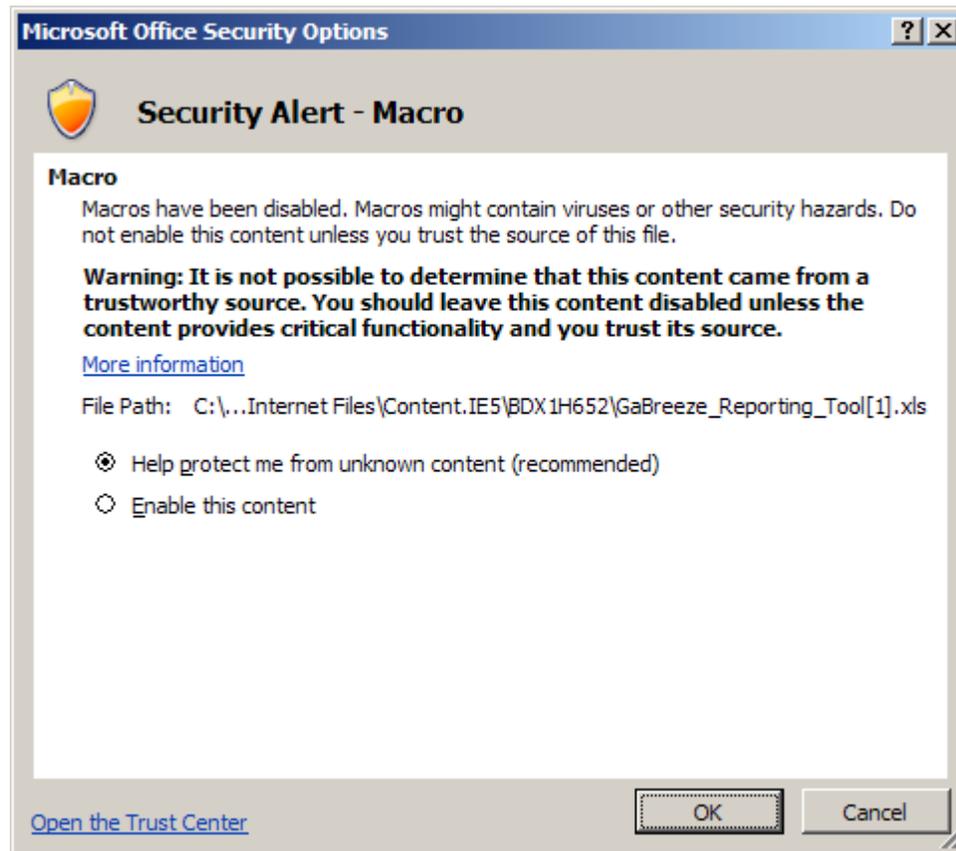


Wait for the download to complete. Then the screen shown on the next page will appear.

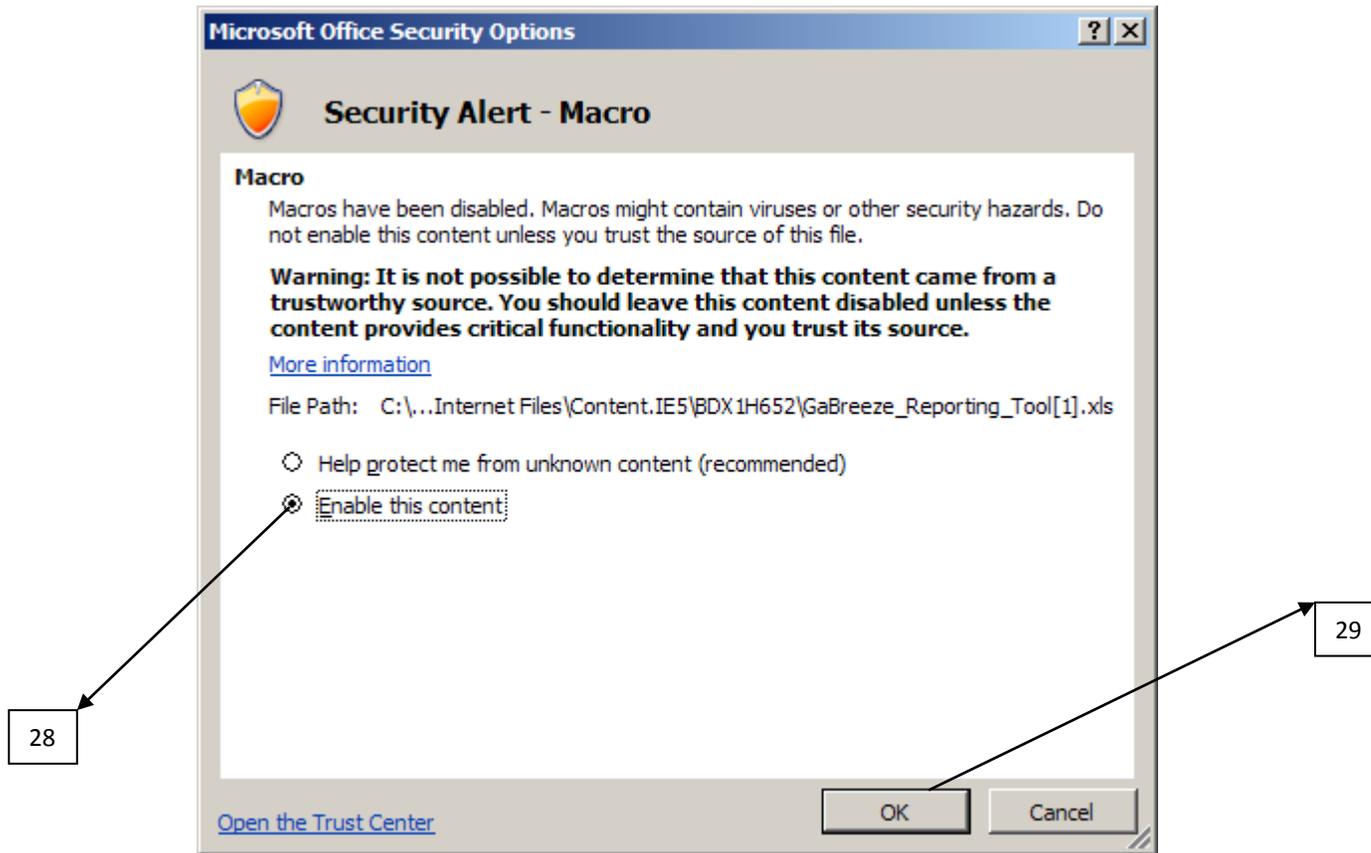


27. Click "Options"

Now enable the macros. There may be a section that resembles the area circled in red (shown above). If not, find out how to perform this essential function on your system.



This screen appears after clicking on "Options"



28. Click "Enable this content"
29. Click "OK"

GaBreeze Reporting Tool [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

GaBreeze Direct. Easy Access to Your Benefits

Version 4.0

GaBreeze Reporting Tool

Select Agency

<Select your Agency>

<Select your Agency>
12701 DFCS Region 01
12702 DFCS Region 02
12703 DFCS Region 03
12704 DFCS Region 04
12705 DFCS Region 05
12706 DFCS Region 06
12707 DFCS Region 07
12708 DFCS Region 08
12709 DFCS Region 09
12710 DFCS Region 10
12711 DFCS Region 11

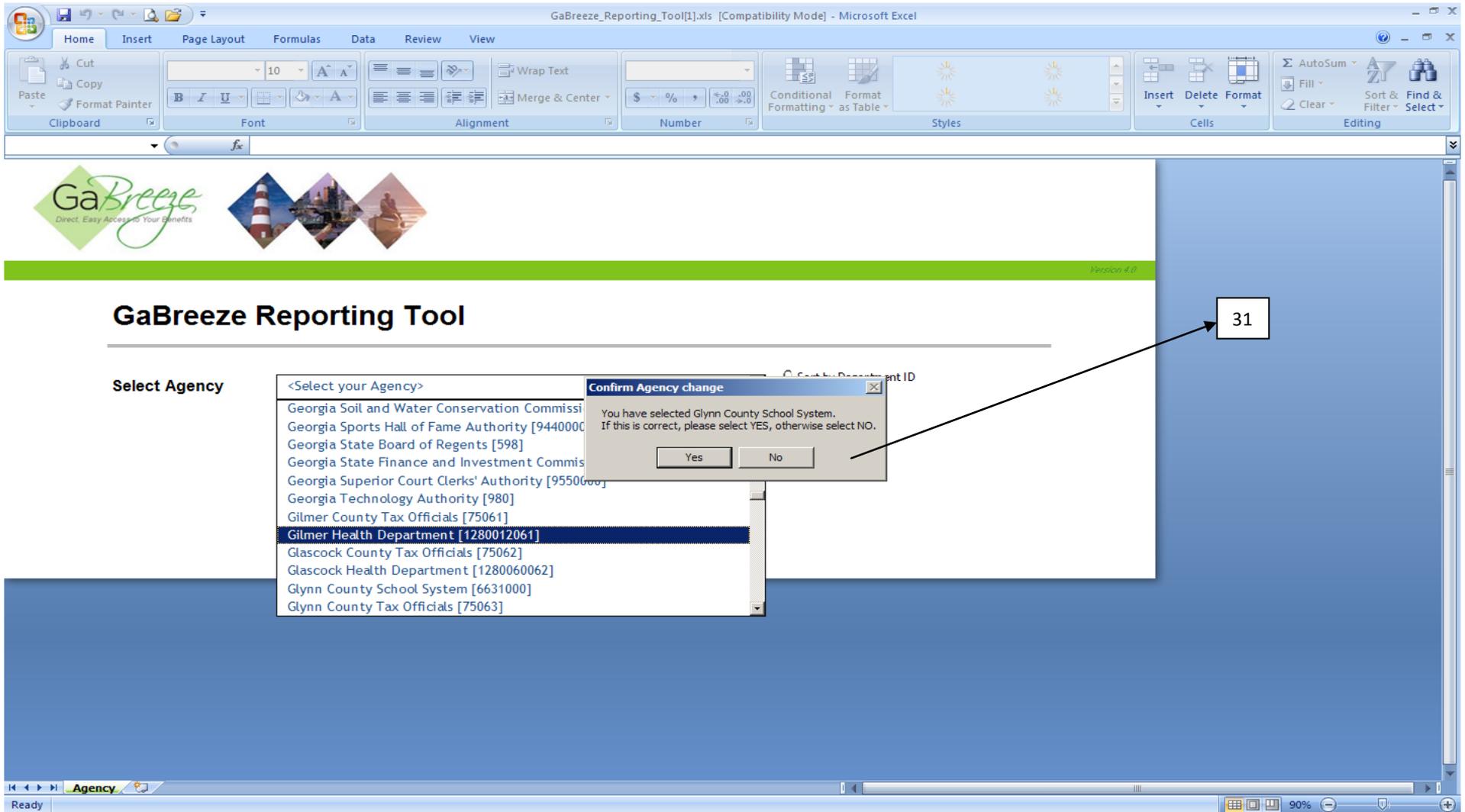
Sort by Department ID
 Sort by Name

30

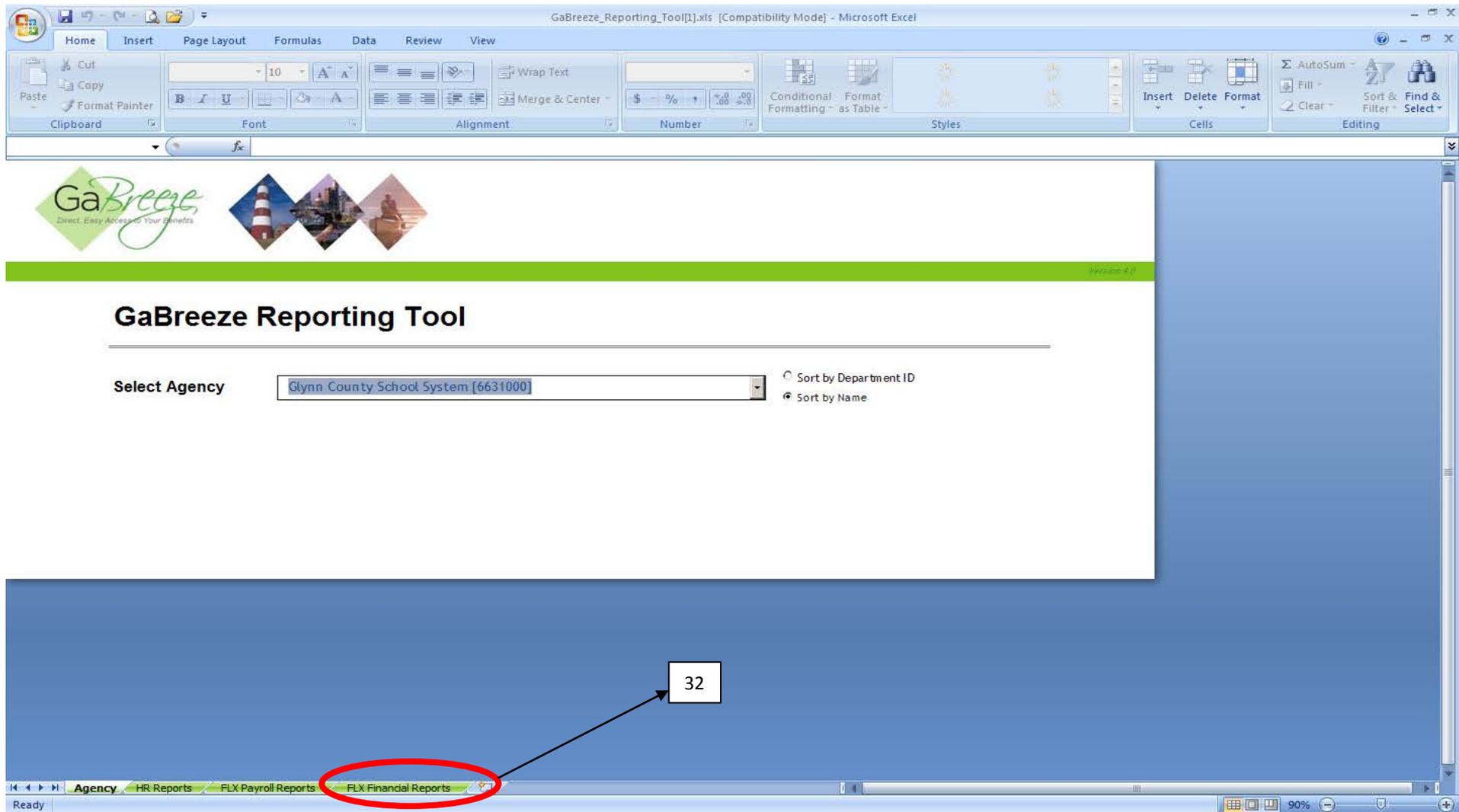
Agency

Ready 90%

30. Select your agency. You may select by Department ID or by Name



31. Click 'Yes' if the listed agency is correct or 'No' if incorrect and reselect your agency



32. At the bottom of the screen are 4 tabs. Click the "FLX Financial Reports" tab

GaBreeze Reporting Tool[1].xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Paste Clipboard Font Alignment Number Styles Cells Editing

Clipboard Font Alignment Number Styles Cells Editing

Version 4.0

FLX Financial Reports

Download Reports

- Financial Manager Summary Report
- Financial Manager Detail Report
- SPA Financial Reconciliation Report

Instructions for Downloading Financial Reports

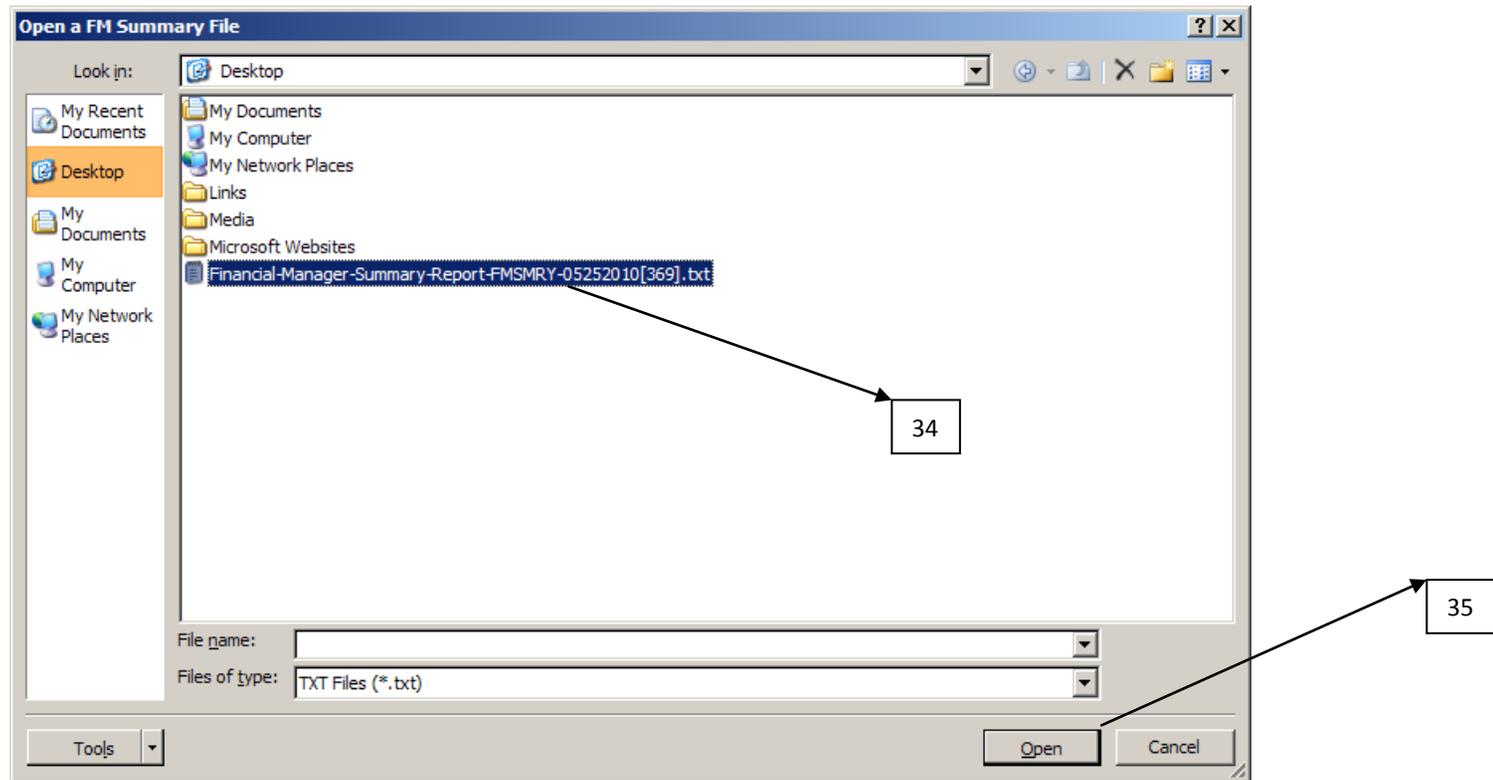
- 1) Download a report from the GaBreeze Employer Website and save it to a secure local drive. The Financial Manager Detail and SPA Financial Reconciliation Reports are zip files, with the associated text file contained within it. The file will need to be unzipped before it can be used or viewed with this tool. Agencies who don't have WinZip can download a free copy from www.WinZip.com.
- 2) Click on the applicable report button to the left to open and view the TXT file from step #1.
- 3) For the Financial Manager Reports, you may select the "Summary" or "Detail" tab below to review the report. The SPA Financial Reconciliation Report has only a "Detail" tab.
- 4) Save this Excel report to a secure local drive by selecting the button 'Save Excel Report'.

33

Agency HR Reports FLX Payroll Reports **FLX Financial Reports**

Ready 90%

Now the Financial Reports screen appears.
33. Click the appropriate link listed under "Download Reports"
* Financial Manager Summary Report
* Financial Manager Detail Report



34. Select the file that was saved in Step # 17

35. Click "Open". It will take a few moments to convert to the Excel format...
Please be patient.

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Financial Manager Summary Report - 07/06/2011 - C:\Documents and Settings\williams\Desktop\FLX-Financial-Manager-Summary-Rpt-FMSMRY-07062011[1].txt

Agency/Gp ID	Coverage Type	Coverage Count	Premium Total	Premium Adj Total	Admin Fee Total	Admin Fee Adj Total	Cost Total	Subsidy - EE Contribution	Amount Due
6631000	AD&D	442	\$1,243.32	(\$1.04)	\$243.10	(\$1.10)	\$1,484.28	\$0.00	\$1,484.28
	Child Life	382	\$447.51	\$0.00	\$210.10	\$0.00	\$657.61	\$0.00	\$657.61
	DC Spending Account	15	\$420.00	\$0.00	\$0.00	\$0.00	\$420.00	\$0.00	\$420.00
	Dental	1,251	\$523.96	\$0.00	\$688.05	\$0.55	\$61,921.72	\$0.00	\$61,921.72
	Employee Life	1,000	\$550.00	\$0.00	\$550.00	\$0.00	\$20,797.47	\$0.00	\$20,797.47
	HC Spending Account	117	\$374.40	\$9.60	\$9.60	\$0.00	\$9,702.00	\$0.00	\$9,702.00
	Legal	112	\$61.60	(\$0.55)	\$61.60	(\$0.55)	\$924.81	\$0.00	\$924.81
	Long Term Care	5	\$526.31	\$0.00	\$2.75	\$0.00	\$526.31	\$0.00	\$526.31
	LTD	551	\$7,086.66	\$2.56	\$303.05	\$0.55	\$7,392.82	\$0.00	\$7,392.82
	Specified Illness	72	\$1,011.95	\$0.00	\$39.60	\$0.00	\$1,051.55	\$0.00	\$1,051.55
	Spouse Life	435	\$2,895.87	\$0.00	\$239.25	\$0.00	\$3,135.12	\$0.00	\$3,135.12
	Spouse Specified Illness	28	\$314.75	\$0.00	\$15.40	\$0.00	\$330.15	\$0.00	\$330.15
	STD	455	\$7,485.07	(\$32.71)	\$249.70	(\$2.75)	\$7,699.31	\$0.00	\$7,699.31
	Vision	707	\$7,873.21	\$28.82	\$388.85	(\$1.10)	\$8,289.78	\$0.00	\$8,289.78
6631000 Total		5,572	\$121,009.24	(\$47.36)	\$3,365.85	\$5.20	\$124,332.93	\$0.00	\$124,332.93
Grand Total		5,572	\$121,009.24	(\$47.36)	\$3,365.85	\$5.20	\$124,332.93	\$0.00	\$124,332.93

Ready Summary Detail

36

This screen appears.
 Now there are 2 tabs at the bottom of the screen.
 36. Always 'Click' the "Detail" tab

Home Insert Page Layout Formulas Data Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Trebuchet MS, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Text, Percentage, Decimal places

Styles: Normal 3, Normal_GaBr..., Normal_Tax..., Normal

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

F1

1 **FLX Financial Manager Summary Report**



Agency/Gp ID	Department Code	Mail Drop	Report Period	Pay Frequency	Coverage Type	Carrier	Coverage Count	Premium	Premium Adjustment	Adm
6631000	6631000	0000	June 2011	M	AD&D	Minnesota Life	1	\$0.22	\$0.00	
6631000	6631000	0000	June 2011	M	Dental	United Concordia	3	\$182.98	\$0.00	
6631000	6631000	0000	June 2011	M	Employee Life	Minnesota Life	1	\$19.10	\$0.00	
6631000	6631000	0000	June 2011	M	LTD	Standard	1	\$5.24	\$0.00	
6631000	6631000	0000	June 2011	M	Vision	Optum	2	\$31.24	\$0.00	
6631000	6631000	1200	June 2011	M	AD&D	Minnesota Life	8	\$33.98	\$0.00	
6631000	6631000	1200	June 2011	M	Child Life	Minnesota Life	7	\$9.10	\$0.00	
6631000	6631000	1200	June 2011	M	Dental	United Concordia	19	\$1,059.71	\$0.00	
6631000	6631000	1200	June 2011	M	Employee Life	Minnesota Life	15	\$406.86	\$0.00	
6631000	6631000	1200	June 2011	M	HC Spending Account	SHPS	2	\$620.00	\$0.00	
6631000	6631000	1200	June 2011	M	Legal	Hyatt Legal	1	\$5.67	\$0.00	
6631000	6631000	1200	June 2011	M	Long Term Care	UNUM	1	\$44.61	\$0.00	
6631000	6631000	1200	June 2011	M	LTD	Standard	7	\$102.35	\$0.00	
6631000	6631000	1200	June 2011	M	Specified Illness	Continental American Insurance	1	\$8.75	\$0.00	
6631000	6631000	1200	June 2011	M	Spouse Life	Minnesota Life	8	\$58.80	\$0.00	
6631000	6631000	1200	June 2011	M	STD	Standard	3	\$51.30	\$0.00	
6631000	6631000	1200	June 2011	M	Vision	Optum	8	\$119.34	\$0.00	
6631000	6631000	1300	June 2011	M	AD&D	Minnesota Life	39	\$162.66	\$0.00	
6631000	6631000	1300	June 2011	M	Child Life	Minnesota Life	17	\$19.67	\$0.00	
6631000	6631000	1300	June 2011	M	Dental	Cigna	1	\$20.25	\$0.00	
6631000	6631000	1300	June 2011	M	Dental	United Concordia	93	\$4,568.10	\$0.00	
6631000	6631000	1300	June 2011	M	Employee Life	Minnesota Life	75	\$1,717.26	\$0.00	
6631000	6631000	1300	June 2011	M	HC Spending Account	SHPS	6	\$758.00	\$0.00	
6631000	6631000	1300	June 2011	M	Legal	Hyatt Legal	9	\$65.67	\$0.00	
6631000	6631000	1300	June 2011	M	Long Term Care	UNUM	1	\$255.00	\$0.00	

Now the report has been successfully opened in the excel format.

Scroll to the bottom right corner of the report to retrieve the total amount that the agency has been billed for the invoice being viewed.

What should be remitted to DOAS Fiscal Services:

- If the agency payment matches the invoice amount:
 - Just remit the payment – no paperwork is needed

- If there are any discrepancies:
 - Send an email outlining the discrepancies to flex.reconciliations@doas.ga.gov
 - Remit the payment

Tips for future referencing:

- ✓ Save the report in a designated location (folder); be sure to name the report accordingly (example: FM-Summary- May2011)
- ✓ Delete the text file previously saved in Step 17

ACH / Wire Transfers

If you would like to set-up your agency to remit payment through ACH / Wire Transfer, please send an email to flex.reconciliations@doas.ga.gov indicating this. Make sure the contact information (name, phone number and email address) of the responsible party is captured within the email.

Important Numbers

404-656-2730
(select Option 5)

or

1-888-968-0490
(select Option 5)