

Instructions For Running Reconciliation Report

To create your Reconciliation Report have your Billing Statement with you.

NEW YORK STATE
DEPARTMENT OF CIVIL SERVICE

State of New York Department of Civil Service
Employee Benefits Division

Statement Number: 421 Page: 1 of 3
Statement Date: 03/07/2011
Account Number: 00001

Send payment to: Employee Benefits Division
State of New York
Department of Civil Service
PO Box 3101
New York, NY 10008-3801

Item ID	Entry Type	Rr	Efile	Cvg Bgn Dt	Cvg End Dt	Empld	Plan Type	Benf Plan	Cvg Cd	Benf Prog	DueDt	In: Type	BC	Cvg Rr	Pymnt	Iss Activity	Amount Due
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To navigate to the Reconciliation Report Page sign into NYBEAS and follow the menu path below:

NYBEAS Reports → Agency Reconciliation Report

Enter the *Account Number* from your **Billing Statement** into the **Department** field on the search page and click on the Search button.

Agency Reconciliation Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department: begins with ▼ 00001

Search Clear Basic Search Save Search Criteria

Once you have entered your *Account Number* you will see the following page:

The screenshot shows the 'Agency Reconciliation Report' interface. At the top, there is a header with the title 'Agency Reconciliation Report'. Below the header, a box contains the text 'Department 00001 NYS Parent Default Department'. Underneath, there is a 'Report Format' dropdown menu set to 'PDF' and a checkbox labeled 'Check box to enter a billing statement date' which is currently unchecked. A yellow 'Process Report' button is visible. Below this is a 'Report Repository' section with a blue header and navigation links: 'Customize | Find | View All | First 1 of 1 Last'. The main content area of the repository is empty, displaying the message 'No Reconciliation Reports Exist For This Agency'. At the bottom, there is a 'Legend' section with three numbered items: 1. The available Formats that the reports are produced in are: HTM - For viewing your report directly in the current browser (e.g. Microsoft Internet Explorer), PDF - For viewing your report in Adobe Acrobat Reader, XLS - For viewing your report in Microsoft Excel. 2. This checkbox opens up the date field to be used for running the reports against the appropriate billing statement date. If this field is left unchecked the coverage end date is defaulted to today's date. 3. The Reconciliation Report may contain some discrepancies when compared to the billing statement due to retroactive changes that may have been made to an enrollee's benefits. 4. Please Note that reports will only remain on our system for 30 days. So make sure you keep a copy for your own archival purposes.

On this page you can select the option desired to create the Report.

First, you can pick a format of how it will be outputted.

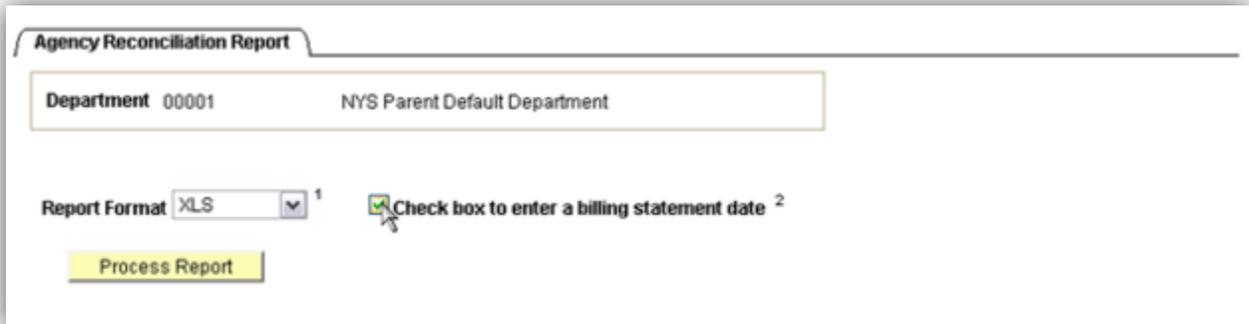
This screenshot shows the same 'Agency Reconciliation Report' interface, but with the 'Report Format' dropdown menu open. The menu lists three options: 'HTM', 'PDF', and 'XLS', with 'XLS' currently selected. The 'Check box to enter a billing statement date' is now checked. A 'Statement Date' text input field with a calendar icon is visible next to it. The 'Process Report' button remains yellow.

- HTM (HTML) - For viewing your report directly in the current browser (e.g. Microsoft Internet Explorer, Firefox, Safari, etc..).
- PDF - For viewing your report in Adobe Acrobat Reader.
- XLS - For viewing your report in Microsoft Excel (*selected by default*).

Next you have an option of entering a billing statement date:

To enter a billing statement date click on the checkbox option:

Note : if the billing statement date option is not checked the report will default to today's date.



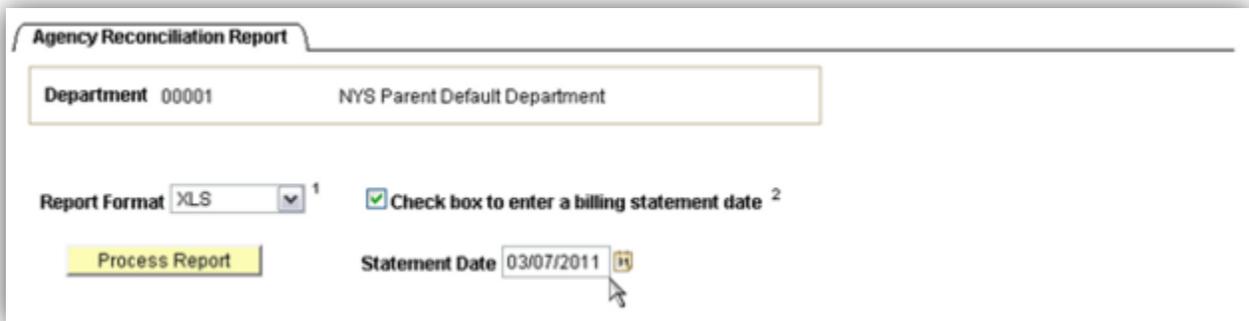
Agency Reconciliation Report

Department 00001 NYS Parent Default Department

Report Format XLS ¹ Check box to enter a billing statement date ²

Process Report

This will open up the Statement Date field:



Agency Reconciliation Report

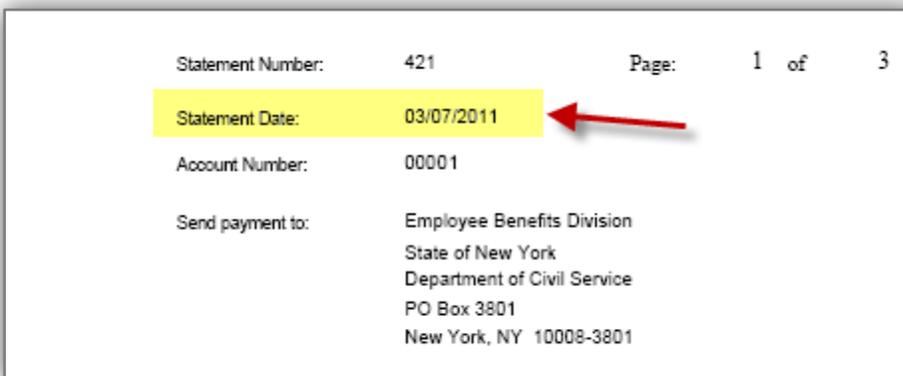
Department 00001 NYS Parent Default Department

Report Format XLS ¹ Check box to enter a billing statement date ²

Process Report

Statement Date 03/07/2011 ³

In this field enter the Statement Date from the Billing Statement.



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Once you have finished selecting your report options select the Process Report Button.

The screenshot shows the 'Agency Reconciliation Report' form. At the top, there is a tab labeled 'Agency Reconciliation Report'. Below the tab, there is a text box for 'Department' with the value '00001' and the text 'NYS Parent Default Department'. Below that, there is a 'Report Format' dropdown menu set to 'XLS' and a checked checkbox labeled 'Check box to enter a billing statement date'. At the bottom, there is a yellow 'Process Report' button with a mouse cursor pointing to it, and a 'Statement Date' field with the value '03/07/2011'.

Report processing times will vary from agency to agency depending on the number of enrollees in your agency.

If a report takes longer than anticipated you may receive the following message on the screen:

The screenshot shows the 'Agency Reconciliation Report' form with a message about processing time. The 'Report Format' dropdown is set to 'XLS' and the 'Check box to enter a billing statement date' is unchecked. The 'Process Report' button is highlighted. Below the button, there is a red message: 'Due to the size of your agency this process is going to take some more time, please check back in a few minutes.' At the bottom, there is a 'Report Repository' section with a blue header and a yellow background containing the text 'No Reconciliation Reports Exist For This Agency'. The header also includes links for 'Customize | Find | View All |' and a pagination control showing 'First 1 of 1 Last'.

You can check back to this page periodically until report completes and you no longer see the message upon entering the page.

Only **one report can be ran at a time. Once the report has completed, if you need to run another for an additional agency this process can be executed again.*

The final step of the Reconciliation Report process is obtaining your copy. This can be done by downloading the file from the url link provided in the **Report Repository**. **Click on the url and the report will open for your viewing.**

Agency Reconciliation Report

Department 00001 NYS Parent Default Department

Report Format PDF ¹ Check box to enter a billing statement date ²

Process Report

URL	File Size	Request Date/Time	Run Time
Recon_Rpt_00001_635369.XLS	8.79 kb	04/12/2011 2:33PM	27 sec

Legend

¹ The available Formats that the reports are produced in are:

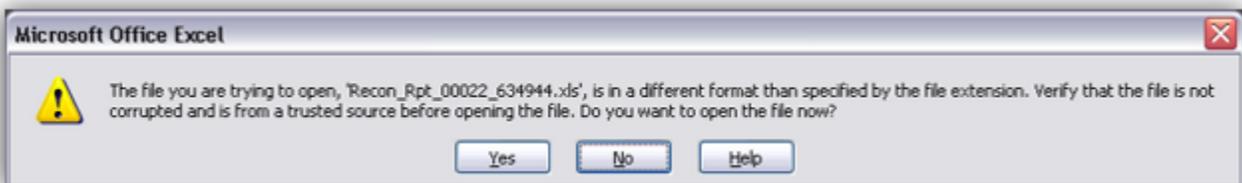
- HTM - For viewing your report directly in the current browser (e.g. Microsoft Internet Explorer).
- PDF - For viewing your report in Adobe Acrobat Reader.
- XLS - For viewing your report in Microsoft Excel.

² This checkbox opens up the date field to be used for running the reports against the appropriate billing statement date. If this field is left unchecked the coverage end date is defaulted to today's date.

* The Reconciliation Report may contain some discrepancies when compared to the billing statement due to retroactive changes that may have been made to an enrollee's benefits.

** Please Note that reports will only remain on our system for 30 days. So make sure you keep a copy for your own archival purposes.

For those users who have chosen the .xls (Microsoft Excel) format option, the following message may display (particularly Excel 2007 users):



If so, just click yes to open the file.