



## Financial Manager Summary and Details

The Financial Manager Reports are provided in a Summary and Detail Report. The Summary Report is used for remitting agency payment to DOAS. To retrieve Financial Manager reports, go to the Reports tab and download. These are reports generated by the GaBreeze system and delivered to the "Your Reports – Download Reports" tab to allow agencies to take action on the information.

- Financial Manager Summary Report – Monthly report summarizing coverages and premiums as of the 1st of the month for the agency population.
- Financial Manager Detail Report – Monthly report detailing all employee coverages and premiums as of the 1st of the month.

Only select one report at a time to download.

There are two way agencies can process the reports after downloading from the GaBreeze Employer Web site.

- Automatically import the reports into another system. For example, you may want to import reports directly into your payroll system. You should work with your payroll vendor to determine if their system supports importing comma delimited files.
- The other option is to manually enter data from the report into your HR or Payroll System. Note: the GaBreeze Reporting Tool will be needed to download historical reports prior to September, 2011. Once it is imported into the tool, it will be easier to view and manually enter data from the report into your HR or Payroll System. Note: when using the GaBreeze Reporting Tool, it will prompt upon opening if it is okay to enable macros. Select "Enable Macros."

It's recommended that agencies create one local folder for each report type that can be downloaded to store the files that have been downloaded from the GaBreeze site. Agencies should also use the following naming standard for the files:

- Financial Manager Summary Report - FMSmry-MMDDYYYY.txt
  - Financial Manager Detail Report - FMDtl-MMDDYYYY.txt
- Substitute the MMDDYYYY with the current date.

The Financial Manager monthly reports will be available on the 10th (calendar day) of each month.

## Financial Manager Summary Report Layout

Data Element	Format	Description
Agency/Group ID	CHAR(10)	This will be the same as Department Code for some agencies and an Agency Group ID for agencies with regions.
Department Code	CHAR(10)	This is Agency ID.
Mail Drop	CHAR(30)	Enveloped by Double Quotes
Billing Period	CHAR(10)	
Pay Frequency	CHAR(1)	W – Weekly, S – Semi-monthly, M – Monthly
Coverage Type	CHAR(30)	Plan Long Description (Dental, Vision, etc) Enveloped in Double Quotes
Carrier	CHAR(30)	Carrier Name (SHPS, UNUM, etc) Enveloped in Double Quotes
Headcount	NUMR(7)	
Premium	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Premium Adjustment	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Administrative Fee	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Administrative Fee Adjustment	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Total Cost	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).

## Financial Manager Summary Report Layout

Data Element	Format	Description
Agency/Group ID	CHAR(10)	This will be the same as Department Code for some agencies and an Agency Group ID for agencies with regions.
Department Code	CHAR(10)	This is Agency ID.
Mail Drop	CHAR(30)	Enveloped in Double Quotes
Billing Period	CHAR(10)	
SSN	CHAR(11)	Format 999-99-9999 includes '-'
Employee ID	CHAR(15)	Positionally required, provide space if none exists Enveloped in Double Quotes For agencies who have an Employee ID they should provide it, otherwise provide a value of space.
First Name	CHAR(20)	Enveloped in Double Quotes
Last Name	CHAR(30)	Enveloped in Double Quotes
Pay Frequency	CHAR(1)	W – Weekly, S – Semi-monthly, M – Monthly
Coverage Type	CHAR(30)	Plan Long Description (Dental, Vision, etc) Enveloped in Double Quotes
Carrier	CHAR(30)	Carrier Name (SHPS, UNUM, etc) Enveloped in Double Quotes
Option	CHAR(15)	Enveloped in Double Quotes
Coverage Tier	CHAR(15)	Enveloped in Double Quotes
Age Band	CHAR(15)	Enveloped in Double Quotes
Coverage Volume	NUMR(9)	Enveloped in Double Quotes
Premium	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Premium Adjustment	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Administrative Fee	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Administrative Fee Adjustment	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).
Total Cost	NUMR(9.2)	(Explicit Decimal; Example 123456789.00).

- **Searching for Reports**  
The site will allow for agencies to search for reports based on Report Type, Year and Month.
- **Report Storage** - The GaBreeze site will retain reports for up to 24 months. Agencies should keep copies on a local secure server if they need history for more than 24 months.

## Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



[www.hra.doas.ga.gov](http://www.hra.doas.ga.gov)

200 Piedmont Avenue, West Tower  
Atlanta, GA 30334-5100