

# OEBB Monthly Reconciliation process

These instructions are designed to help you reconcile the Monthly Billing Statement you receive on the first business day of each month. The instructions go over the items submitted by OEBB Financial Services and the items in each Entities Document Management section and how they can be used to reconcile your monthly charges.

## Documents in MyOEBB Document Management:

- **Final Monthly Invoice Report**
- **Final Summary Invoice Report**

## Documents sent by OEBB Financial Services:

- **Monthly Billing Statement**
- **Retroactive Adjustment Report**

# Document Details:

## Final Monthly Invoice Report:

This report is ran between 8:00pm the last day of the month and 8:00am the first day of the month. Located in MyOEBB document management.

- Example of what you will see in document management

- Partial example of the Final Invoice

Invoice Report for Baker SD 6J, Month: January													
SD ID	ENUMBER	EMPLOYEE NAME	EMP CD.	CARR.	PLAN	Pin Cd	MEDICAL/RX RATES						Cov Dt
							Cnt	Comp	EmpOnly	Emp&Sp	Emp&Ch	Emp&Fm	
	E00123456	ALMOND, SAM	LF										
	E00123456	BALDWIN, KAM	LF	ODS	H Statewide - Composite	MEDHCA	2	840.99				1-Oct-13	
	E00123456	CAT, HAT	CP	ODS	H Statewide - Composite	MEDHCA	1	840.99				1-Oct-13	
	E00123456	DONALD, DUCK	CF	ODS	H Statewide - Composite	MEDHCA	2	840.99				1-Oct-13	
	E00123456	EAGLE, KELLY	LF	ODS	H Statewide - Composite	MEDHCA	1	840.99				1-Oct-13	
L196974	E00123456	FALCON, BLUE	LF	ODS	H Statewide - Composite	MEDHCA	2	840.99				1-Oct-13	
	E00123456	GAME, DAY	LF										
	E00123456	HAPPY, YOU	LF	ODS	H Statewide - Composite	MEDHCA	2	840.99				1-Sep-14	
BE98945	E00123456	KEEPING, LP	LF										
	E00123456	LARRY, BIRD	LF										
	E00123456	MAKING, PLAYS	RA	ODS	H Statewide - Tiered/Retiree	MEDHTR	1		353.36			1-Jul-14	
	E00123456	OPEN, GAME	LF										
	E00123456	SEATTLE, HAWKS	RL	ODS	C Statewide - Tiered/Retiree	MEDCTR	6				1680.91	1-Oct-13	

This invoice is in HTML. See below for instructions on how to save into Excel.

## Final Summary Invoice Report:

This report is ran between 8:00pm the last day of the month and 8:00am the first day of the month. Located in MyOEBS document management.

- Example of what you will see in document management:

The screenshot shows the OEBS Document Management interface. The 'Entities' dropdown is set to 'Adel SD 21'. The table below lists various documents, including monthly invoice reports and summary reports for different months from February 2015 to April 2014. Each row includes a document name, a description, and an upload date with a status icon.

Document	Description	Uploaded
<a href="#">Inv_FEB15_adel_sd_21_013115_22:06:05.xls</a>	Final_Invoice_report - FEB15	01-31-15
<a href="#">Sum_inv_FEB15_adel_sd_21_013115_21:08:01.xls</a>	Final_Summary_Invoice_Report - FEB15	01-31-15
<a href="#">Inv_JAN15_adel_sd_21_123114_22:14:48.xls</a>	Final_Invoice_report - JAN15	12-31-14
<a href="#">Sum_inv_JAN15_adel_sd_21_123114_21:09:19.xls</a>	Final_Summary_Invoice_Report - JAN15	12-31-14
<a href="#">Inv_DEC14_adel_sd_21_113014_22:04:08.xls</a>	Final_Invoice_report - DEC14	11-30-14
<a href="#">Sum_inv_DEC14_adel_sd_21_113014_21:05:03.xls</a>	Final_Summary_Invoice_Report - DEC14	11-30-14
<a href="#">Inv_NOV14_adel_sd_21_103114_22:31:10.xls</a>	Final_Invoice_report - NOV14	10-31-14
<a href="#">Sum_inv_NOV14_adel_sd_21_103114_21:11:46.xls</a>	Final_Summary_Invoice_Report - NOV14	10-31-14
<a href="#">Inv_OCT14_adel_sd_21_093014_22:16:42.xls</a>	Final_Invoice_report - OCT14	09-30-14
<a href="#">Sum_inv_OCT14_adel_sd_21_093014_21:05:39.xls</a>	Final_Summary_Invoice_Report - OCT14	09-30-14
<a href="#">Inv_OCT14_adel_sd_21_091614_15:06:03.xls</a>	Final_Invoice_report - OCT14	09-16-14
<a href="#">Inv_OCT14_adel_sd_21_091614_10:32:40.xls</a>	Final_Invoice_report - OCT14	09-16-14
<a href="#">Sum_inv_SEP14_adel_sd_21_090214_02:33:19.xls</a>	Final_Summary_Invoice_Report - SEP14	09-02-14
<a href="#">Inv_SEP14_adel_sd_21_090114_12:53:11.xls</a>	Final_Invoice_report - SEP14	09-01-14
<a href="#">Inv_AUG14_adel_sd_21_081114_17:40:48.xls</a>	Final_Invoice_report - AUG14	08-11-14
<a href="#">Inv_AUG14_adel_sd_21_080114_07:10:17.xls</a>	Final_Invoice_report - AUG14	08-01-14
<a href="#">Sum_inv_AUG14_adel_sd_21_080114_01:36:42.xls</a>	Final_Summary_Invoice_Report - AUG14	08-01-14
<a href="#">DEV_Terms_Extension_Adel_20140703.xlsx</a>	DEV Extension Term	07-03-14
<a href="#">Inv_JUL14_adel_sd_21_070114_04:27:54.xls</a>	Final_Invoice_report - JUL14	07-01-14
<a href="#">Sum_inv_JUL14_adel_sd_21_070114_00:22:23.xls</a>	Final_Summary_Invoice_Report - JUL14	07-01-14
<a href="#">Inv_JUN14_adel_sd_21_060114_02:52:40.xls</a>	Final_Invoice_report - JUN14	06-01-14
<a href="#">Sum_inv_JUN14_adel_sd_21_053114_23:26:01.xls</a>	Final_Summary_Invoice_Report - JUN14	05-31-14
<a href="#">Inv_MAY14_adel_sd_21_050114_03:26:37.xls</a>	Final_Invoice_report - MAY14	05-01-14
<a href="#">Sum_inv_MAY14_adel_sd_21_043014_23:53:28.xls</a>	Final_Summary_Invoice_Report - MAY14	04-30-14
<a href="#">Inv_APR14_adel_sd_21_040114_03:57:01.xls</a>	Final_Invoice_report - APR14	04-01-14

- Partial example of the Final Summary Invoice

Plan Summary Invoice Report Month: January

EE: Entity Name SD 21												
Plans	Composite		Emp. Only		Emp. & Spouse		Emp. & Child(ren)		Emp. & Family		Total	
	Cnt	Amount	Cnt	Amount	Cnt	Amount	Cnt	Amount	Cnt	Amount	Cnt	Amount
Oregon Dental Service (ODS) Med PLAN												
A Statewide - Composite	0	0	0	0	0	0	0	0	0	0	0	0
A Statewide - Tiered	0	0	1	810.81	0	0	0	0	0	0	1	810.81
A Statewide - Tiered/Retiree	0	0	0	0	0	0	0	0	0	0	0	0
A Summit - Composite	0	0	0	0	0	0	0	0	0	0	0	0

This document is in HTML. See below for instructions on how to save into Excel.

**Monthly Billing Statement:**

This document is emailed to the contact on file between 8:00am and noon on the first business day of each month

- Partial example of the Monthly Billing Statement:



500 Summer Street NE, E-88  
Salem, Oregon 97301-1063  
888-469-6322

Email: OEBB.FinancialServices@oregon.gov  
Federal ID #41-2246536

**Monthly Premium Billing Statement**

Entity Number: 1234  
Entity Name  
Primary Contact: Contact Name  
Street Address  
City, State, Zip  
Email: email address

Invoice Number: 12340417  
Invoice Date: 4/1/2017  
Coverage Period From: 4/1/2017  
Payment Due Date: 4/11/2017  
Coverage Period To: 4/30/2017  
ACH Elect: ACH Debit

**ACCOUNT SUMMARY**

Previous Balance	\$0.00
Misc. Charges	\$0.00
<b>Kaiser Current Month Premium</b>	<b>\$0.00</b>
Kaiser 30 Day Retroactive Adjustments	\$0.00
Kaiser 60 Day Retroactive Adjustments	\$0.00
Kaiser 90 Day Retroactive Adjustments	\$0.00
<b>Moda Current Month Premium</b>	<b>\$2,138.16</b>
Moda 30 Day Retroactive Adjustments	\$0.00
Moda 60 Day Retroactive Adjustments	\$0.00
Moda 90 Day Retroactive Adjustments	\$0.00
<b>Willamette Current Month Premium</b>	<b>\$0.00</b>

If you have EAP services through OEBB, these charges will show on the bottom of the Monthly Billing Statement

Reliant Behavioral Health Premium	EAP Member Count 0	\$0.00
EAP Additional Hours @ \$125/Hr divided by 12 Months	Hrs Purchased 0	\$0.00
EAP Additional Hours @ \$150/Hr Lump Sum in Month of Purchase	Hrs Purchased 0	\$0.00
<b>Total EAP Monthly Premium</b>		<b>\$0.00</b>

## Retroactive Adjustment Report:

This report is uploaded to the MyOEBB Document Management section between noon and 4:00pm on the first business day of each month

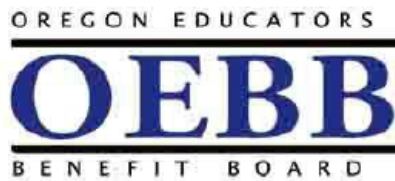
- Example of what you will see in document management

Document Management

Entities: Astoria SD 1

Document	Description	Uploaded
<a href="#">Inv_MAR15_astoria_sd_1_021315_13:19:24.xls</a>	Final_Invoice_report - MAR15	02-13-15
<a href="#">Astoria SD 1.pdf</a>	February 2015 Retro Report	02-02-15
<a href="#">Mem_ret_proc_JAN15_astoria_sd_1_020115_09:04:44.xls</a>	Retiree 65 terminated - JAN15	02-01-15
<a href="#">Retiree_65_still_active_FEB15_astoria_sd_1_020115_09:04:04.xls</a>	Active Retiree 65 - FEB15	02-01-15
<a href="#">Inv_FEB15_astoria_sd_1_013115_22:06:24.xls</a>	Final_Invoice_report - FEB15	01-31-15
<a href="#">Sum_inv_FEB15_astoria_sd_1_013115_21:09:25.xls</a>	Final_Summary_Invoice_Report - FEB15	01-31-15
<a href="#">Inv_FEB15_astoria_sd_1_011315_12:38:05.xls</a>	Final_Invoice_report - FEB15	01-13-15

- Partial example of the Monthly Retro Adjustment Report:



### School District Retroactive Adjustment Report

Entity Name:

Invoice Number: 1894115

Invoice Date: 1/2/2015

Payment Due Date: 1/12/2015

1234

Contact Name

Email Address

Member Name	SDID	Enum	EC	Med 30	Vis 30	Dent 30	Life 30	LTC 30	Total 30	Med 60	Vis 60	Dent 60	Life 60	LTC 60	Total 60	Me
Smith, Sam		E1234567	CF	935.27	35.28	95.74	36.62	0.00	1,102.91	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Retroactive Adjustment Monthly Totals</b>				<b>935.27</b>	<b>35.28</b>	<b>95.74</b>	<b>36.62</b>	<b>0.00</b>	<b>1,102.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## Reconciliation Process:

### Step 1

Download the Final Monthly Invoice Report from document management to Excel (instruction to save into Excel are below)

Customize the invoice as needed (hide, delete columns or rows).

Go to the very end of this report, to the “Total” column. This column is highlighted in yellow. Sum this column at the bottom of the invoice report.

### Step 2

Open the Monthly Billing Statement, this will be in pdf. Manually total the “Carrier Name” Current Month Premiums together; *example: Kaiser Current Month Premium.*

Do not add the EAP charges to this total. EAP Charges are not included on the Final Monthly Invoice Report.

**The current charges on this report will total the amount on the Final Monthly Invoice Report.**

### Step 3

Open the Retroactive Adjustment Report. This report identifies all 30, 60, 90 and over 90 day retroactive adjustments. The retro’s are separated by Medical, Dental, Vision, Life and LTC. All retro adjustments for Standard Insurance will be totaled in the Life column. Any changes that go over 90 days will be summed in the over 90 day column.

- **NOTE:** if you have an amount in the over 90 day column then you will most likely have a 30, 60, or 90 day adjustment and can identify what coverage the over 90 day adjustment is for. If not – please call OEBC Financial Services.

Use the Retro Adjustment Report to reconcile the retro adjustments on the Monthly Billing Statement. The retro amounts will be identified by member on the retro report but will be shown under the Carrier ## Retroactive

Adjustment section (*example: Kaiser 30 Day Retroactive Adjustments*) on the Monthly Billing statement.

**Bottom line: all retroactive adjustments shown on this report will total the retroactive adjustments on the Monthly Billing Statement.**

By using the Final Invoice Report deposited to MyOEBB document management on the 1<sup>st</sup> and the retro adjustment report deposited to document management between noon and 4:00pm you will balance back to the amounts charged on the Monthly Billing Statement that is emailed to you.

## Items to Note:

In order to have a successful reconciliation use the **Final** invoice report discussed above. This will be the most accurate document. Due to changes being made “real-time” in MyOEBB if you run an invoice report before or after the 1<sup>st</sup> of the month, it will NOT match the 1<sup>st</sup> of the month Monthly Billing Statement.

The Final Monthly Invoice Report will show all active members as of the last day of the previous month. For example: you terminated coverage for a member on 2/1/2015 at 9:00am back to 1/31/2015, this members coverage WILL show active on the Final invoice report and you WILL be billed for this members coverage in February. In March you will see a 30 day retroactive adjustment for this member’s coverage.

## How to save files into Excel:

Follow these steps to save the Final Invoice and Summary Invoice reports located in Document management into Excel.

- Go to document management
- Select the file you want to open
- Right click on the file
- Select “save target as”
- Save to your desk top
  - NOTE: Save as type: keep this as HTML Document (\*.htm)
- Open a blank Excel spreadsheet (not full screen)
- Find the document you saved on your desk top
- Select the document by clicking and holding your mouse on it, move the document into the Excel spreadsheet by dragging the file on your desk top in to the spreadsheet.
- When you save this Excel file remember to change it to .xls or .xlsx

## Running a Draft Invoice Report:

You can run a draft invoice any time throughout the month. All enrollments are entered into the OEGB system in real time, anytime a change to an enrollment is made it will reflect on your invoice.

To run a report:

- Go to the left side of your MyOEGB screen go to the Reports section;
- Select Invoice Report;
- Select the month/year in which you are balancing your Payroll;
- Save to Excel

This will allow you to use the enrollments in place at the time you run this to balance to your payroll.

If it is November 15<sup>th</sup> and you are working on your December payroll, the report month you would want in MyOEGB would be December.

If the invoice does not look correct, you have time to change the enrollment of the member in question, once that is done, then you can re-run your draft invoice to make sure it is in balance with your payroll deductions.