

# Administrative Services Only (ASO)

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## **Procedures**

### **Funding**

The Company will forward a funding report via email on either a daily or weekly basis. The report is to be utilized by the employer to fund the plan benefit account.

A sample of the ASO Funding Report is included in this section.

### **Month End Reporting**

The Company will forward an Issued Payment Register via email on the third workday of the month. This is a detailed listing of all payments and payment adjustments for the month. The reporting includes payee information and is sorted by payment number. Stopped and canceled payments are included.

The ASO Refund Report is available monthly by mail (mailed with refund check) or can be posted to the Mutual of Omaha Website on the last workday of the month. If the report is posted to the Web the refund is sent via ACH to a bank account designated by the employer.

A sample of the ASO Issued Payment Register and the ASO Refund Report are included in this section.

### **Bank Account Reconciliation**

Group Financial Claim Data Management forwards the reconciliation reports via email to the Employer the 12<sup>th</sup> business day of the month for the previous calendar month if the plan benefit account is at First National Bank of Omaha.

These reports include the:

- Cashed Payment Register
- Outstanding Payment Register

Direct month end reporting and reconciliation questions to Group Financial Claim Data Management: Jade Cole (402-351-2239) and Deb Heese (402-351-6194).

Sample reports sent via e-mail:

- Summary of Account Activity and Claim Activity
- A copy of the bank statement is mailed by First National Bank directly to the Employer.

# Funding Sample Report

Group Financial System							
Issued Payments By Bank Account, Policy, Payment							
For 03/25/2004 through 03/25/2004							
NAME OF COMPANY							
Bank Account	Policy	Payment Number	Payment Amount	Issued Date	Accounting Date	Process Date	Transaction Type
000000000000XXXXXXXX	EL XXXXX	70003778	\$5.00	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003779	\$45.80	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003780	\$3.61	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003781	\$65.44	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003782	\$8.21	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003783	\$26.89	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003784	\$6.52	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003785	\$60.77	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003786	\$7.93	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003787	\$77.59	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	70003788	\$42.91	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	EL XXXXX	79900022	\$51.72	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	GUSIXXXX	94394563	\$184.70	03/24/2004	03/25/2004	03/25/2004	Issued
000000000000XXXXXXXX	GUSIXXXX	94394564	\$184.70	03/24/2004	03/25/2004	03/25/2004	Issued
Total			\$771.79				

## Issued Payment Register Explanation and Sample Report

The ASO Issued Payment Register report provides a detailed listing of all payments and adjustments for the month. The report includes payee information and is sorted by payment number.

Stopped and canceled payments are included.

### Issued Payment Register - Sample

**Group Financial System  
Issued Payment Register (ASO)  
For the Month of 05/01/2004 through 05/31/2004  
ASO Company Name**

Bank Transit	Bank Account	Payment Number	Payment Amount	Payment Category	Transaction Type	Issued Date	Accounting Date	Payee Name	Payee Address	Payee City	Payee State	Payee Zip
74000432	xxxxxxxxxxxx	79902345	\$1,412.50	FICA/FIT	Issued	05/01/2004	05/02/2004	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	NE	6817!
74000432	xxxxxxxxxxxx	79902346	\$ 750.00	Claim	Issued	05/01/2004	05/02/2004	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	NE	6817!
74000432	xxxxxxxxxxxx	79902347	\$ 372.50	Claim	Issued	05/02/2004	05/03/2004	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	NE	6817!
74000432	xxxxxxxxxxxx	79902348	\$ 962.00	Claim	Issued	05/20/2004	05/21/2004	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	NE	6817!
74000432	xxxxxxxxxxxx	79902349	\$3,632.15	Claim	Issued	05/30/2004	05/31/2004	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	NE	6817!
Total			\$7,129.15									

## Refund Report Explanation and Sample Report

The ASO Refund Report provides a detailed listing of all refunds that were applied to your plan through the month. This report will include a refund check.

### ASO Refund Report - Sample

Group Financial System						
ASO Refund Report						
By Bank Account, Policy Number						
For 03/01/2004 through 03/31/2004						
NAME OF COMPANY						
Company	Bank Account	Policy Number	Control Number	Overpaid Payment Number	Refund Reason	Refund Amount
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	905022	70005455	Subrogation	\$1,026.57
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	85526	79900736	Other Recoveries	\$32.23
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	85520	79900736	Other Recoveries	\$110.68
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	22729	70004854	NOT AVAILABLE	\$15.50
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	22729	70004398	NOT AVAILABLE	\$25.00
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	22729	70003684	NOT AVAILABLE	\$32.50
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	22729	70003320	NOT AVAILABLE	\$65.50
UNITED OF OMAHA	000000000000XXXXXXXX	GUSI-XXXXXX	21671	79900031	Other Recoveries	\$447.30
Total						\$1,755.28

## Bank Reconciliation Explanation and Sample Report

The ASO Bank Reconciliation provides a statement of banking transactions for the month. If First National Bank of Omaha is utilized the bank statement is mailed directly to the employer. We provide the following reports:

1. Cashed Payment Register.
2. Outstanding Payment Register.

### Cashed Payment Register (ASO) - Sample

REPORT: GROUP FINANCIAL SYSTEM RUN DATE:  
ADMINISTRATIVE SERVICES ONLY CASHED PAYMENT REGISTER FROM: 06/01/2004 TO:  
06/30/2004 GROUP NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

BANK: XXXXXXXXXXXXXXXXXXXX  
BANK ACCOUNT: XXXXXXXXXXXXXXXX

PAYMENT NUMBER	PAYMENT AMOUNT	BLK IND	PAYMENT CATEGORY	TRANS TYPE	ISSUED DATE	CASHED DATE	PAYEE NAME
00117174	29.70	Y	Claim	Cash/Alt Funded	05/30/2004	06/08/2004	XXXXXXXXXXXXXXXXXX
00117175	1,658.70	Y	Claim	Cash/Alt Funded	06/01/2004	06/12/2004	XXXXXXXXXXXXXXXXXX
00117176	155.00	Y	Claim	Cash/Alt Funded	06/02/2004	06/14/2004	XXXXXXXXXXXXXXXXXX
00117177	531.00	Y	Claim	Cash/Alt Funded	06/12/2004	06/21/2004	XXXXXXXXXXXXXXXXXX
00117178	7,585.38	Y	Claim	Cash/Alt Funded	06/14/2004	06/21/2004	XXXXXXXXXXXXXXXXXX
01682286	46.80	N	Claim	Cash/Alt Funded	03/31/2004	06/27/2004	XXXXXXXXXXXXXXXXXX
01682287	29.70	N	Claim	Cash/Alt Funded	04/10/2004	06/27/2004	XXXXXXXXXXXXXXXXXX

GROUP NAME: XXXXXXXXXXXXXXXXXXXX  
TOTAL: 331156 COUNT: 7 AMOUNT: \$ 10,036.28

### Outstanding Payment Register (ASO) – Sample

REPORT ID: GROUP FINANCIAL SYSTEM REPORT DATE:  
PAYMENT REGISTER (ASO) OUTSTANDING PAGE:  
AS OF: 06/30/2004  
POLICYHOLDER: XXXXXXXXXXXXXXXXXXXXXXXX

BANK: XXXXXXXXXXXXXXXXXXXX  
ACCOUNT: XXXXXXXXXXXXXXXX

PAYMENT NUMBER	PAYMENT AMOUNT	BLK IND	PAYMENT CATEGORY	ISSUE DATE	PAYEE NAME	PAYEE ADDRESS
00117174	42.00	N	Claim	08/26/2001	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117175	38.00	N	Claim	09/03/2001	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117176	97.35	N	Claim	05/14/2001	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117177	70.70	N	Claim	09/10/2001	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117178	22.00	N	Claim	11/05/2001	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
01682286	35.36	N	Claim	12/31/2001	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
01682287	35.00	Y	Claim	01/25/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117179	21.00	N	Claim	05/18/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117165	17.50	N	Claim	04/26/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117166	17.50	N	Claim	06/08/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117167	190.12	N	Claim	02/01/2003	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117128	135.09	Y	Claim	06/29/2003	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
01682236	70	N	Claim	05/25/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
01682247	5.30	N	Claim	08/23/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117154	34.30	N	Claim	09/14/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117145	130.00	N	Claim	09/22/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117146	2.10	N	Claim	09/23/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117137	231.66	N	Claim	10/18/2002	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
00117138	42.70	N	Claim	06/27/2003	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

TOTAL: XXXXXXXXXXXX PAYMENT COUNT: 19 AMOUNT: \$ 1,168.88

## Account and Claim Payment Activity Sample Reports

### Account Activity (ASO) - Sample

<b>MUTUAL OF OMAHA COMPANIES</b>		<b>07/28/2004</b>
Please direct inquiries to Group Financial Claims Data Management (402) 351-6194 or 351-8898 or 351-2239		
ABC CORPORATION 06/01/2004 TO 06/30/2004		G000ABC1
<b>Account Activity</b>		
Opening Bank Balance:		\$0.00
Deposits		
Funding Transaction:	\$10,036.28	
Encoding Corrections:	<u>\$ 0.00</u>	
Total Deposits		\$10,036.28
Withdrawals		
CR Cashed Amount:	\$10,036.28	
Stopped Check Presented		
Encoding Corrections:	<u>\$ 0.00</u>	
Total Withdrawals		<u>\$ 10,036.28</u>
Ending Bank Balance		<u><u>\$0.00</u></u>

### Claim Payment Activity (ASO) - Sample

<b>MUTUAL OF OMAHA COMPANIES</b>		<b>07/28/2004</b>
Please direct inquiries to Group Financial Claims Data Management (402) 351-6194 or 351-8898 or 351-2239		
ABC CORPORATION 06/01/2004 TO 06/30/2004		G000ABC1
<b>Claim Payment Activity</b>		
06/01/2004 to 06/30/2004		
Claims Payments Outstanding (Prior Months)		\$1,097.29
Claims Payment Issued		\$10,107.87
Claims Payment Cleared		(\$10,0036.28)
Claims Payment Outstanding		<u>\$1,168.88</u>
Claims Payments per Bank	<u>\$10,036.28</u>	
Claims Payment Per Recon	<u>\$10,036.28</u>	
Issued Payments per Check Register	\$10,107.87	
Marty is investigating item cnt discrepancy	<u>\$ 0.00</u>	
Issued payments per Recon	<u>\$10,107.87</u>	