Running the Premiums Due/Past Collections Applied Report (Manual and Automated)
Manual process

This procedure allows the ABC to run the Premiums Due/Collections Applied report which shows all the monthly deductions/refunds for insurance coverage for each employee of their agency.

If the report is run for a date in the past it will be titled "Collections Applied" at the top. If it is run for a future date it will be titled "Premiums Due." The Premiums Due Report is an estimate, whereas the Collections Applied report shows what BA will actually pull from the agency. The changeover date is usually one of the first few working days of the month and is listed on the calendar on the ABC website:

https://www.tn.gov/partnersforhealth/agency-benefits-coordinators.html

To begin the process to manually run a Premiums Due/Collections applied report:

Login to Edison

1. Click on the "***Benefits Module***" in Edison.
2. Click on the "***Benefits Workcenter***" link.
3. Click on the "***Collections Applied Report***" link.
4. Click the "***Add a New Value***" tab if you have never run this report.

Note: Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click "***Add***."

5. Create a name for your report and type it in the Run Control ID field. You can name it anything you like with **NO** spaces and one word. If you choose to use two words use an underscore (_) between words. ***Remember NO spaces or an error will occur***

Example of one word: **"report"**

Example of two words: **"billing_report"**

6. Click "***Add***"
7. Click the report link below Search Results if you named it report or click the billing_report link below Search Results if you named it billing_report. (If you have previously ran your report)
8. Click on the ***magnifying glass*** to select the department number and populate the department number in to the field (This is a number provided by Benefits Administration for your specific agency).

If you click on the magnifying glass and a Department Number doesn't populate, please contact our service center or create a Zendesk Ticket for assistance.

9. Select "***Both***"
10. Click the ***magnifying glass*** to the right of the ***Pay Run ID*** field to select the month of the report.

(The Pay Run ID has a specific format. The first two digits are the year, followed by NP for "non-payroll", Followed by two digits for the month and two digits for the last day of the previous month).

Example: 20NP0630 – July 2020 Report

Example: 20NP0731 – August 2020 Report

***Reminder* - ALWAYS select NP instead of RT or your report will show up BLANK!!**

11. Click on the ***date*** of the desired month.
12. Click "***Run***" at the top right
13. You can change the report format on this screen if you wish to see it as an Excel
document. Otherwise, to see it as a PDF Click **"OK"**
14. Make a note of the "Process Instance" number and then click the "Report Manager" link at the top
15. Click **"Refresh"** Until **TN_BA138** populates under Report. (To verify you are receiving the correct report, check the date and time under **Completion Date/Time** to make sure it is showing the current time and date that you are running your report).
16. Click the TN_BA138 link
17. Click the middle link in the file list PDF or CSV
18. Print your report