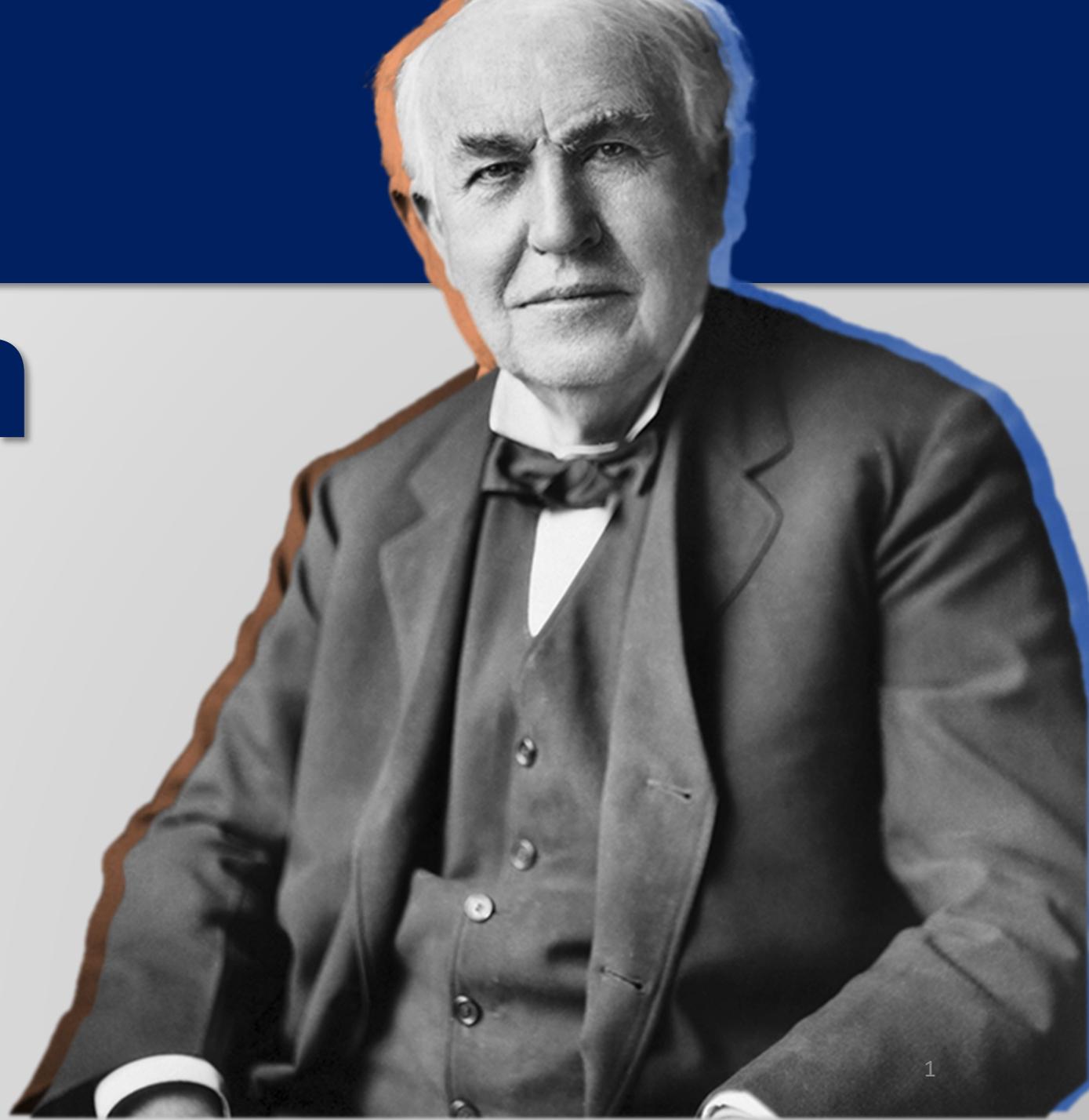


'How to' in Edison

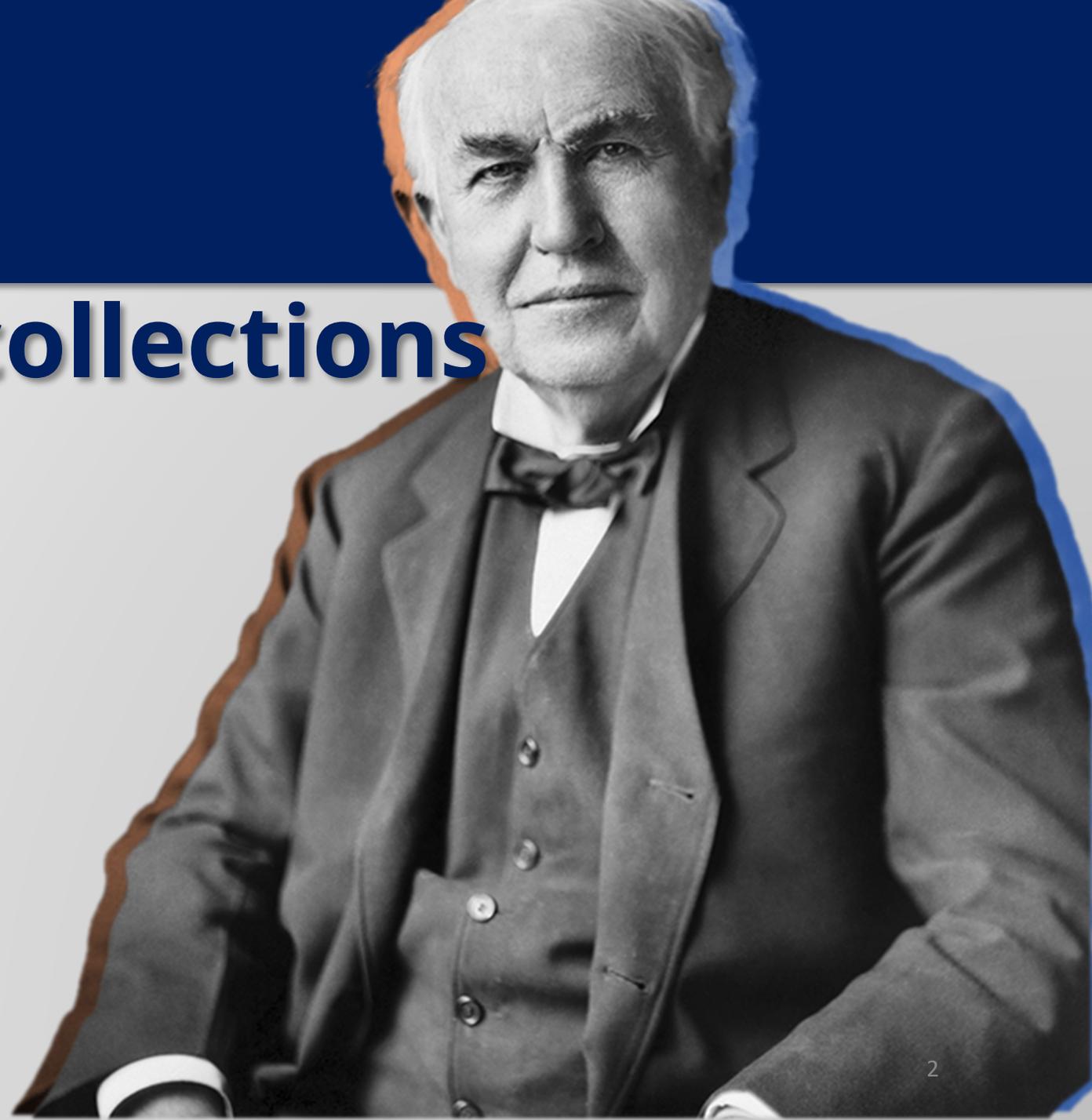
PARTNERS
FOR HEALTH



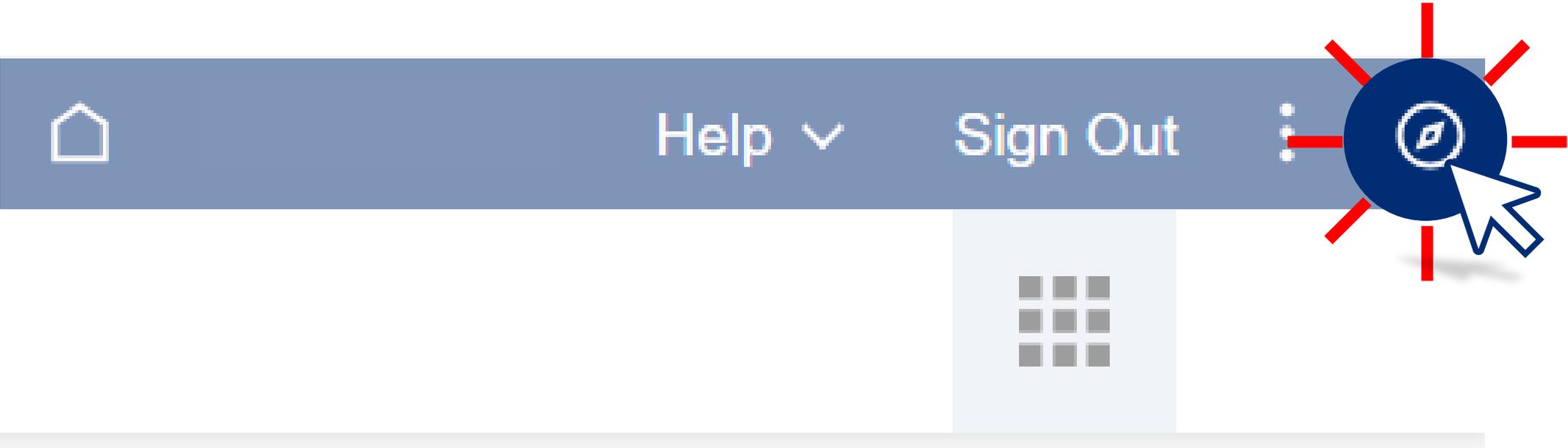
'How to'

automate the collections applied report

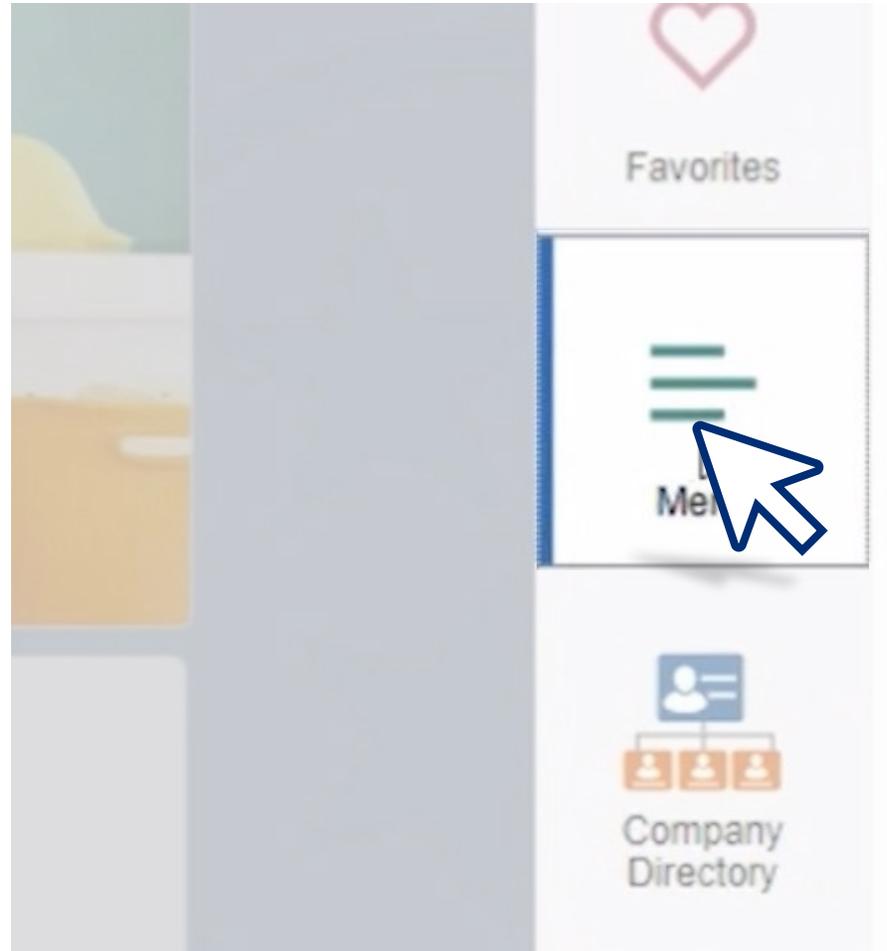
PARTNERS
FOR HEALTH



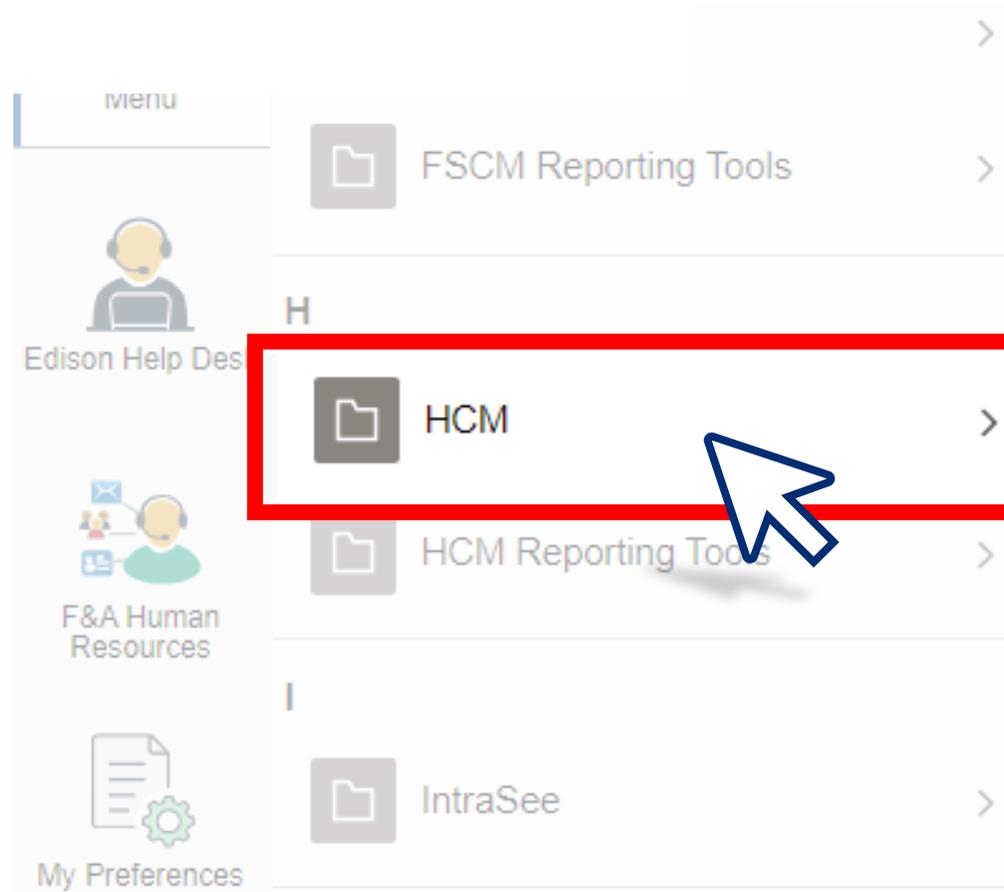
From the Edison homepage click the navigation icon at the top, right-hand side of the page.



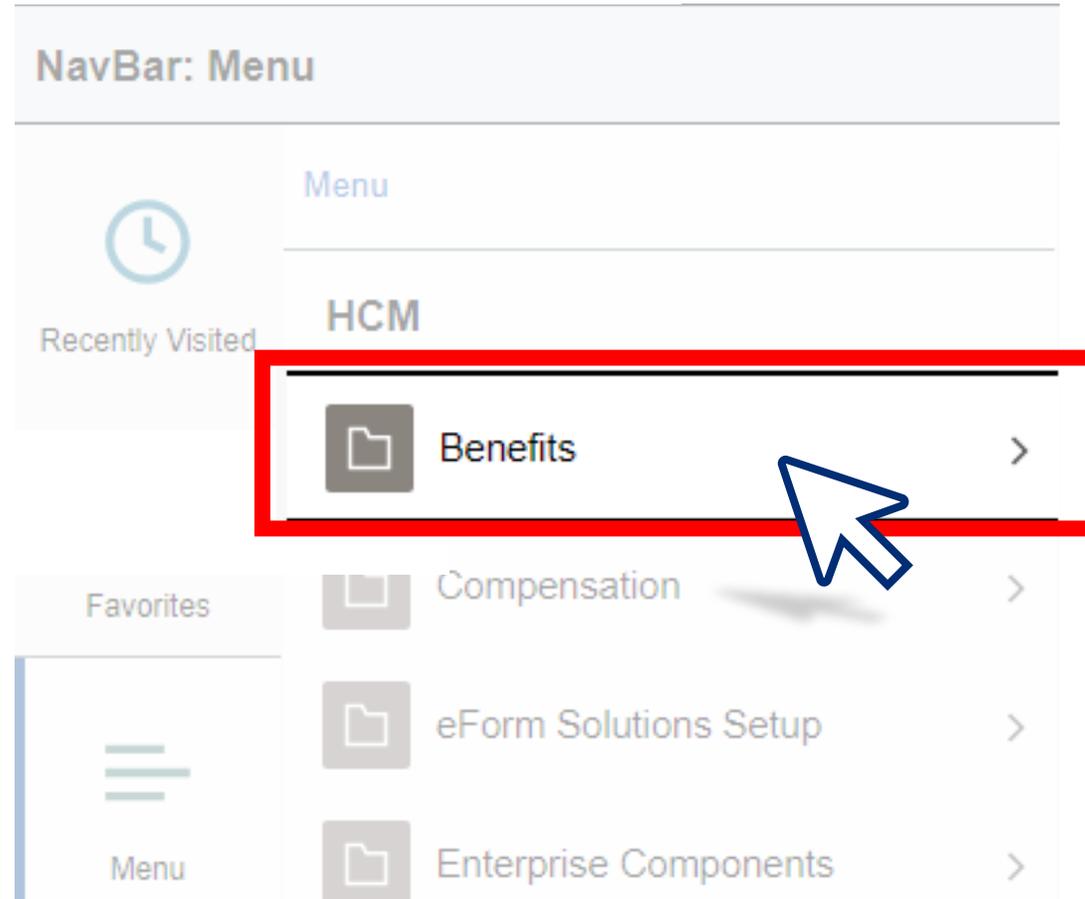
Click on "Menu."



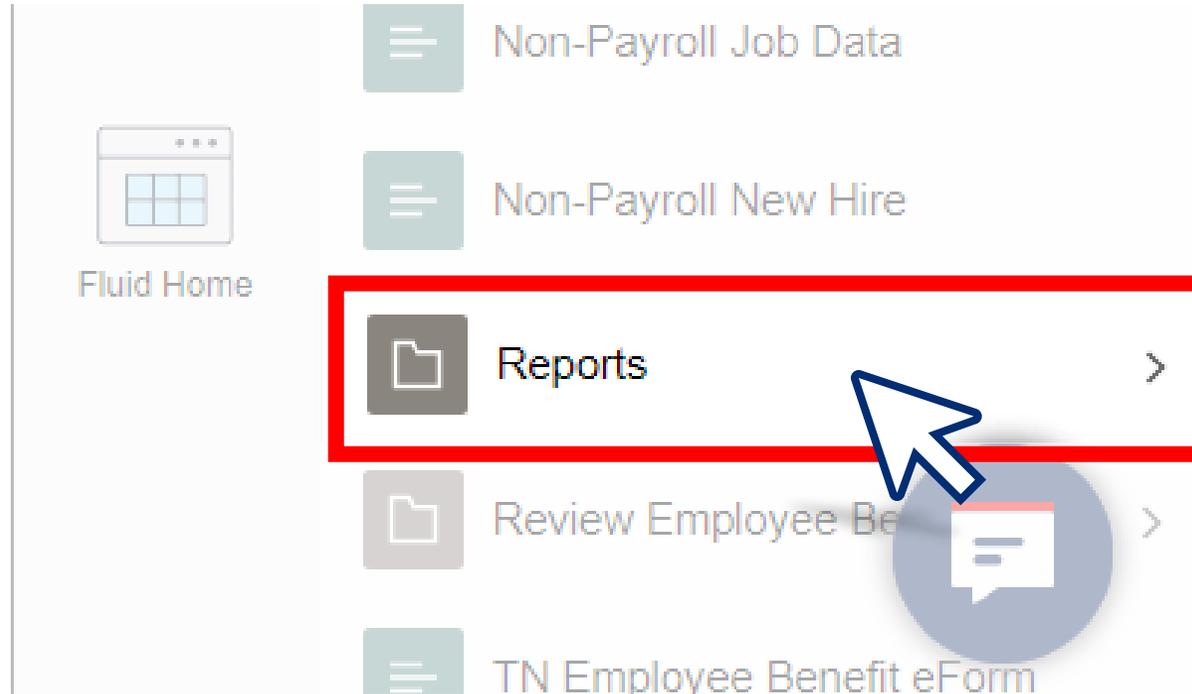
Click on "HCM."



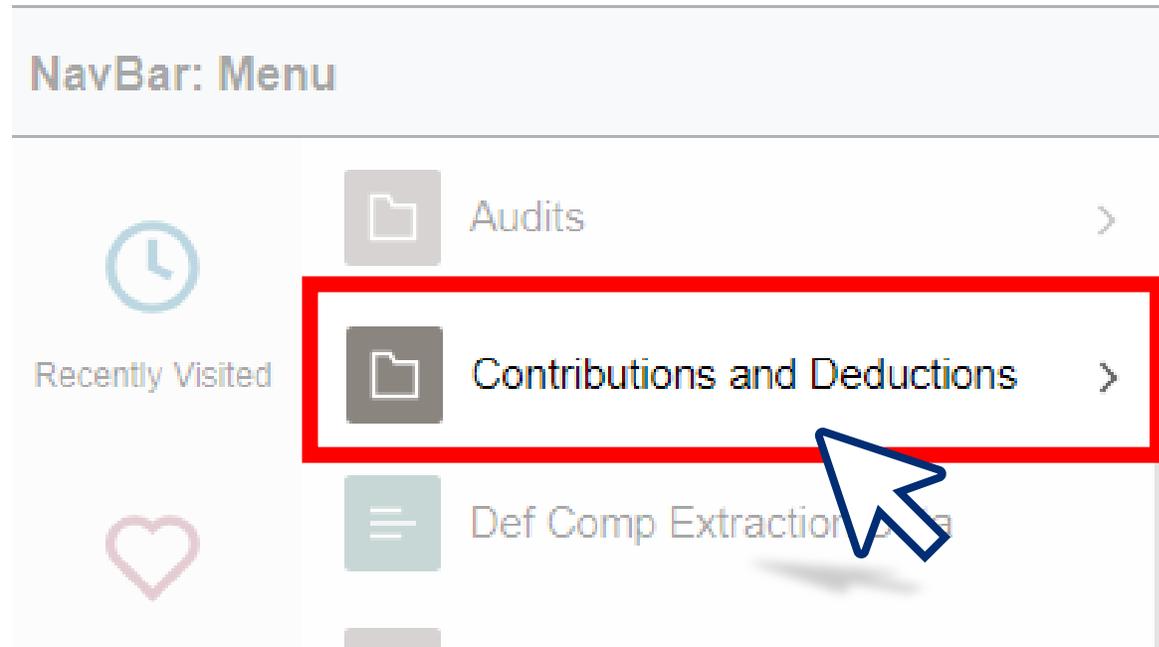
Click on "Benefits."



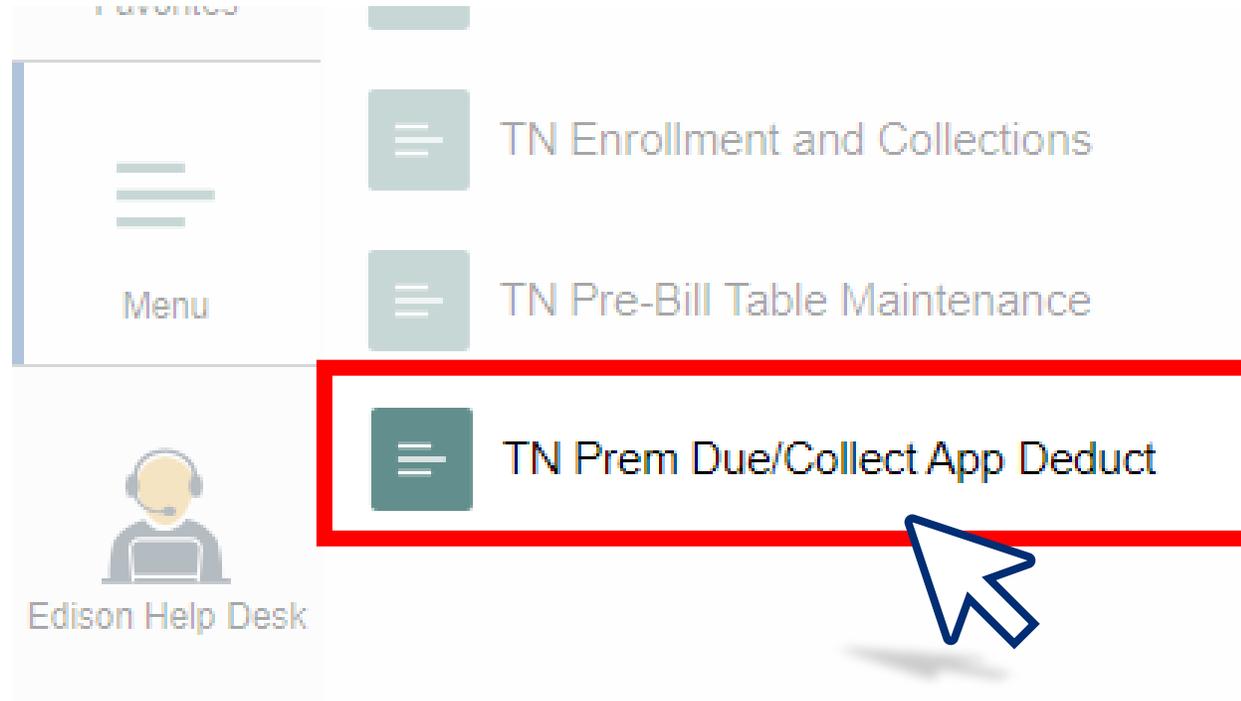
Click on "Reports."



Click on “Contributions and Deductions.”



Click on "TN Prem Due/Collect App Deduct."



Type the word 'report' into the Run Control ID box and click "Add."

TN Prem Due/Collect App Deduct

Add a New Value

Find an Existing Value

*Run Control ID

report

Add



Click the magnifying glass next to Department.

Report Parameter(s)

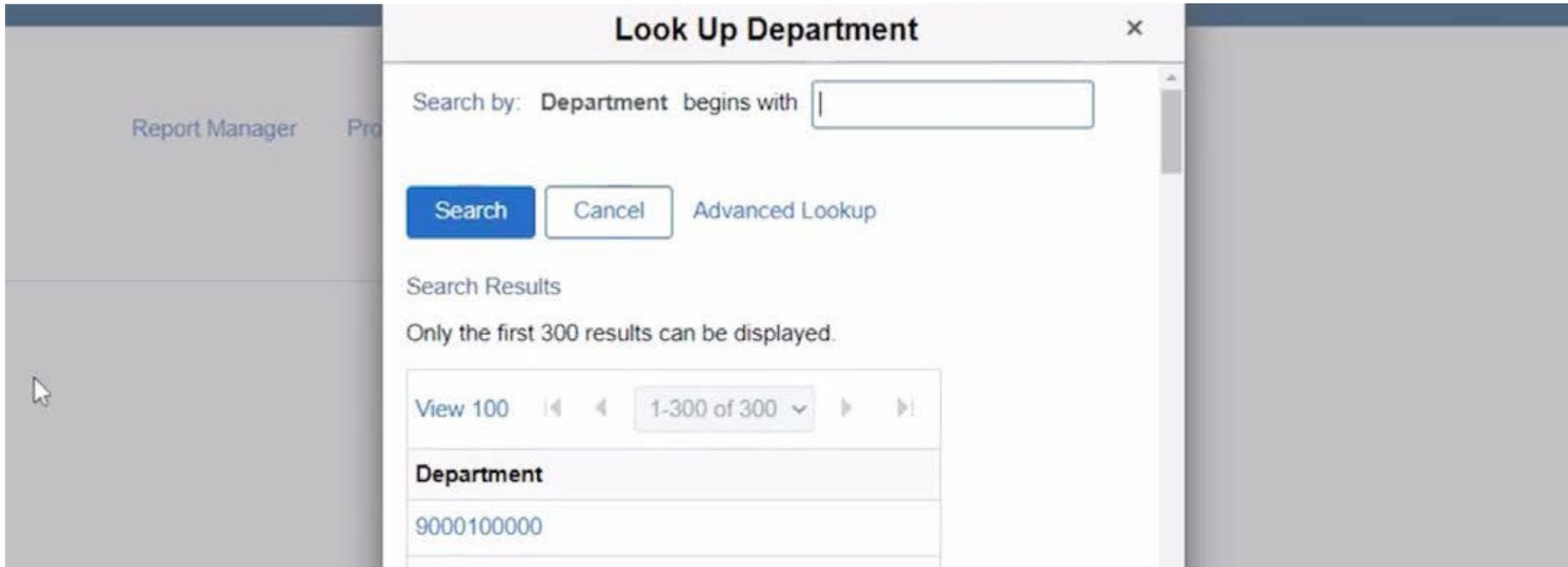
Department 

On-Cycle Off-Cycle Both

Pay Run ID 



Select your department number.



**Don't worry about the Pay Run ID field - leave it blank.
Next, click the "Run" button.**

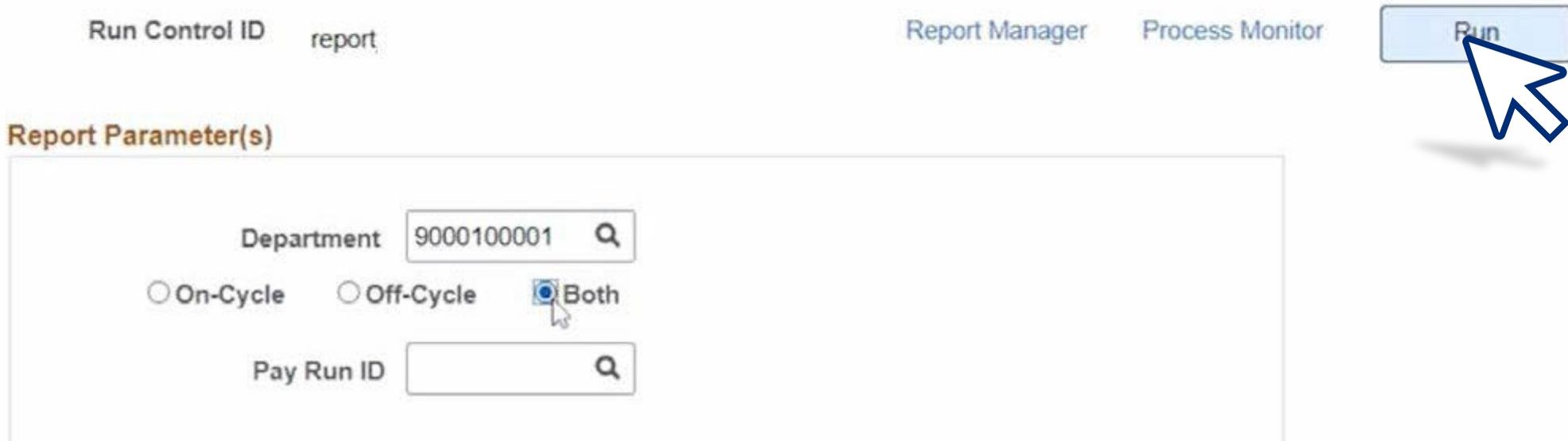
Run Control ID report Report Manager Process Monitor **Run**

Report Parameter(s)

Department 9000100001 🔍

On-Cycle Off-Cycle Both

Pay Run ID 🔍



Click the down arrow next to the Recurrence field and select "Monthly_5th_11PM."

Process Scheduler Request

User ID _____ Run Control ID report

Server Name Run Date 02/24/2023

Recurrence Run Time 3:08:50PM

Time Zone

Monthly_5th_11PM

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

The default format of the report is a PDF. If you prefer to view the report as a spreadsheet, click the down arrow in the Format field and select "CSV."

Process Scheduler Request

User ID _____ Run Control ID report

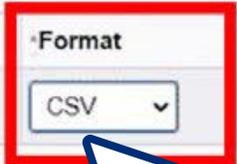
Server Name Run Date 08/05/2010

Recurrence Monthly_5th_11PM Run Time 11:00:00PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	Distribution



Click the "Distribution" link to take you to the email template.

Process Scheduler Request

User ID: _____ Run Control ID: report

Server Name: Run Date: 08/05/2010

Recurrence: Monthly_5th_11PM Run Time: 11:00:00PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web <input type="text"/>	CSV <input type="text"/>	Distribution Distribution



Select the box next to "Email Web Report."

Distribution Detail

Process Name: TN_BA138
Process Type: SQR Report
Folder Name: [Dropdown]
Retention Days: 31

Email Only

Email Subject: [Text Field] Email With Log: **Email Web Report:**

Message Text: [Text Area]

Email Address List: [Text Area]

Override Sender Email Id:

Distribute To

ID Type	Distribution ID
---------	-----------------

In the Email Subject field, type in “Your Collections Applied Report is Ready.”

Distribution Detail

Process Name: TN_BA138
Process Type: SQR Report
Folder Name: [dropdown]
Retention Days: 31

Email Only

Email Subject: Your Collections Applied Report is Ready
Email With Log:
Email Web Report:

Message Text: [text area]
Email Address List: [text area]
Override Sender Email Id:

Distribute To

ID Type	Distribution ID		
User	[text field]	+	-

OK Cancel

In the Message Text field, type “First login to Edison and go to *My Reports* on the home page and click on the link TN_BA138.”

Distribution Detail

Process Name: TN_BA138
Process Type: SQR Report
Folder Name: [dropdown]
Retention Days: 31

Email Only

Email Subject: [text field]
Email With Log:
Email Web Report:

Message Text: [text field highlighted with red border]
Your Collections Applied Report is Ready

Email Address List: [text area]

Override Sender Email Id:

Distribute To

ID Type	Distribution ID		
User	[text field]	+	-

OK Cancel

Click "OK."

Distribution Detail

Process Name: TN_BA138
Process Type: SQR Report
Folder Name: [dropdown]
Retention Days: 31

Email Only

Email Subject: [text field]
Email With Log:
Email Web Report:
Your Collections Applied Report is Ready

Message Text

First login to Edison > go to 'My Reports' section on the homepage > click on the TN_BA138 link

Email Address List

[text field]

Override Sender Email Id:

Distribute To

ID Type	Distribution ID		
User	[text field]	+	-

OK Cancel

Click "Reset to Current Date," then click "OK."

Process Scheduler Request

User ID _____ Run Control ID report

Server Name Run Date 02/24/2023

Recurrence Monthly_5th_11PM Run Time 11:00:00PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web <input type="text"/>	CSV <input type="text"/>	Distribution

You are now finished. (The Process Instance number below the run button confirms that the report has been set up.) Your Collections Applied Report will now be automatically emailed to you on the fifth of each month (you will see the email when you come in to work the next business day).

The screenshot shows a web interface for configuring a report. At the top, there is a 'Run Control ID' field with the value 'report'. To the right are tabs for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the 'Run' button, the text 'Process Instance: 11854707' is displayed and highlighted with a red rectangular box. Underneath is a section titled 'Report Parameter(s)' containing a 'Department' dropdown menu with the value '9000100001', radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (with 'Both' selected), and a 'Pay Run ID' dropdown menu. At the bottom of the form are three buttons: 'Save', 'Add', and 'Update/Display'.