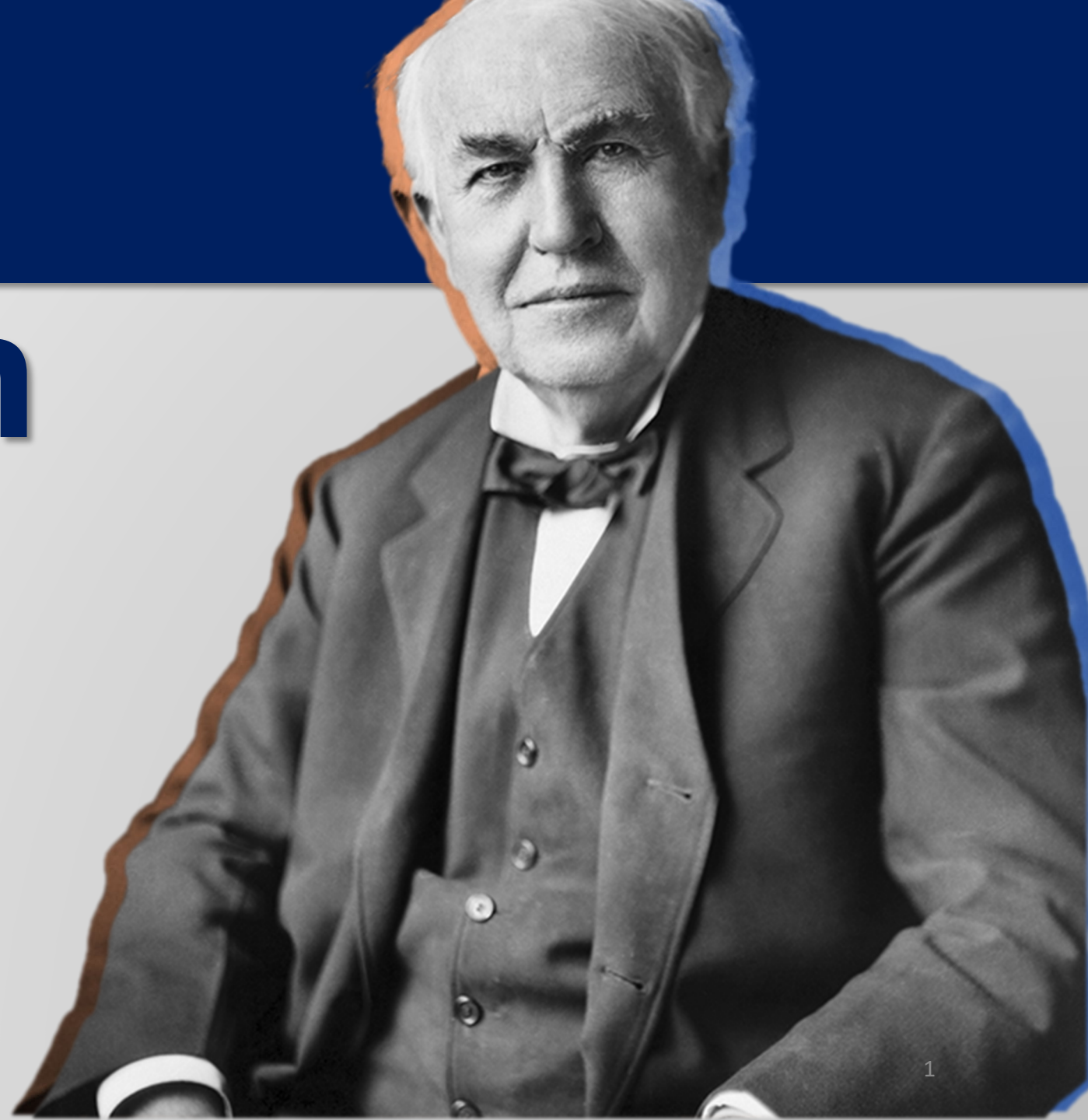


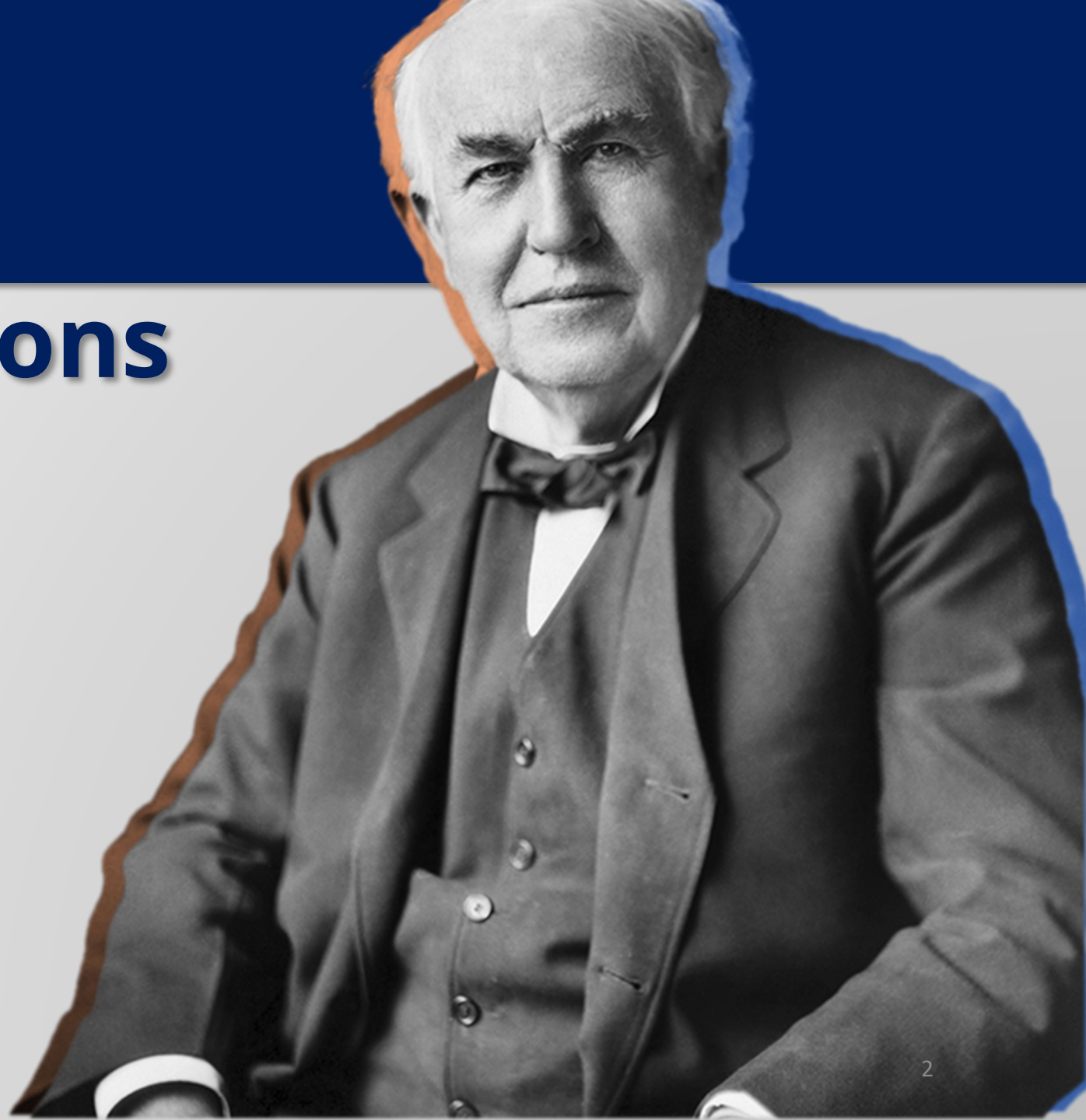
'How to' in Edison

PARTNERS
FOR HEALTH

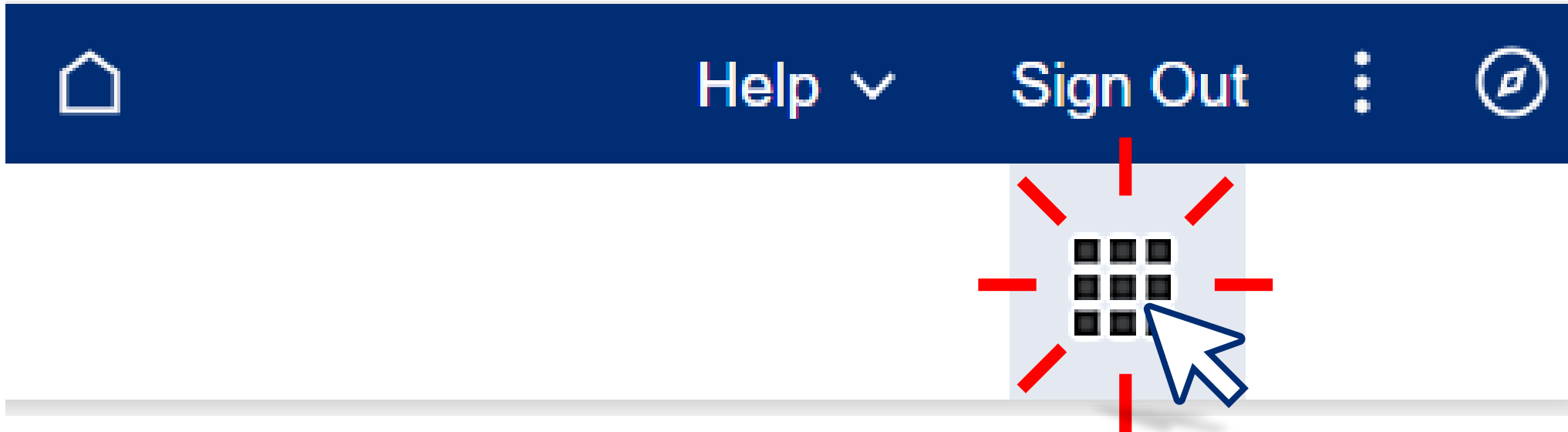


'How to' run the collections applied report

PARTNERS
FOR HEALTH



From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



Select “Benefits WorkCenter” located under the WorkCenters header.

The screenshot shows the top navigation bar of the TN Edison portal. The bar is dark blue with the 'TN edison' logo on the left. A red alert banner in the center says 'You have 1 Alert'. On the right, there are icons for home, help, and sign out. Below the navigation bar, there are five main menu categories: 'Benefits & Health', 'Learning & Career', 'Pay & Tax', 'Time & Leave', and 'Travel & Expense'. A grid icon is visible on the right side of the navigation bar. The 'Learning & Career' category is expanded, showing a list of links under the 'WorkCenters' header. The 'Benefits WorkCenter' link is highlighted with a red box and a blue mouse cursor. Other links in the 'WorkCenters' list include 'Expenses WorkCenter', 'HR WorkCenter', and 'Learning Home WorkCenter'. The 'General Information' section includes links for 'ADA Information', 'Benefits News', 'ELM News', 'Edison Metrics and Standards', 'Finance News', 'HR News', 'Payroll Calendars', 'Payroll News', 'Procurement News', and 'Security Information'. The 'Other Applications' section includes 'Report Manager'. The 'User Guides & Support' section includes 'Benefits Support Info', 'ELM Support Info', 'Finance Support Info', 'HR Support Info', 'Payroll Support Info', 'Procurement Support Info', 'Time & Labor Support Info', 'User Guides: 3rd Party', 'User Guides: FSCM', and 'User Guides: HCM'. A 'Quick Links' section is visible on the left side of the page, with a description: 'The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems.'

Click "Collections Applied Report."

The screenshot displays the 'Benefits Workcenter' interface. At the top, there are tabs for 'Main' and 'Reports'. Below the tabs is a 'Links' section with a refresh icon and a settings icon. The main content area is titled 'Benefits Administration' and contains a list of links. The link 'Collections Applied Report' is highlighted with a red rectangular box, and a blue mouse cursor is pointing at it. Other visible links include 'Non-Payroll Job D', 'Employee Profile Page', 'New Employment Instance', 'Update Dependent/Beneficiary', and 'On-Demand Event Process'.

If you have never run the Collections Applied Report, you'll need to create a name for your report and type it in the Run Control ID field. You can name it anything you like. Make sure there are NO spaces. If you choose to use two words, use an underscore (_) between words. Then, click "Add"

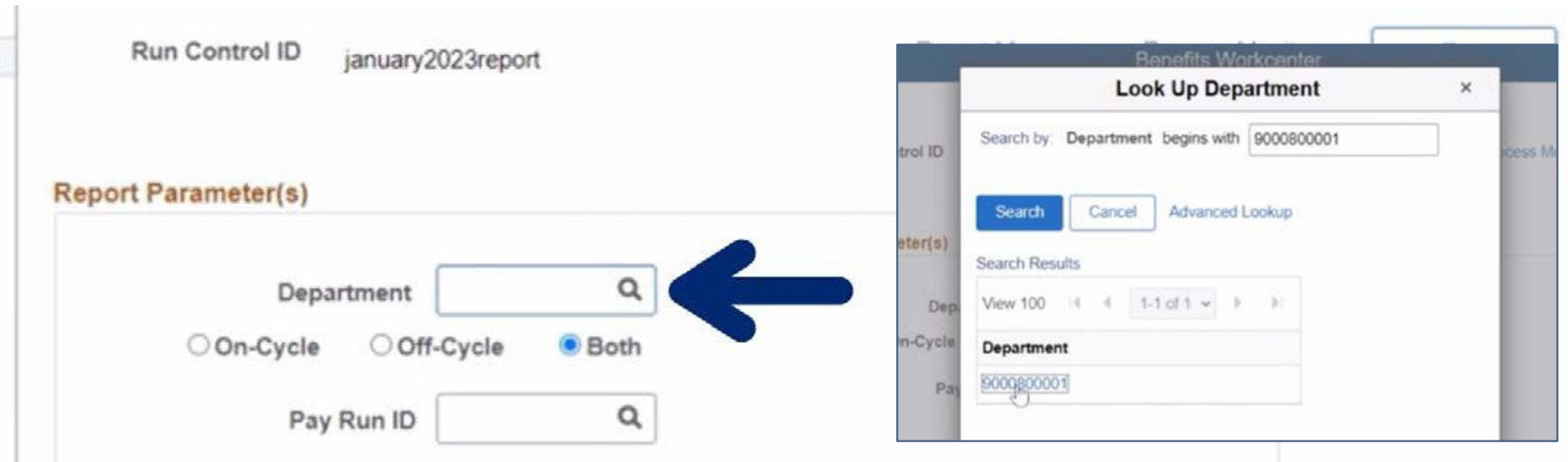
TN Prem Due/Collect App Deduct

Add a New Value

*Run Control ID



Click on the magnifying glass to select the department number (this is the number provided by Benefits Administration for your agency).



Click "Both."

Report Parameter(s)

Department

On-Cycle Off-Cycle Both

Pay Run ID



Click on the magnifying glass to select the Pay Run ID.

Run Control ID

Report Parameter(s)

Department

On-Cycle Off-Cycle Both

Look Up Pay Run ID [X]

Search by: Pay Run ID begins with

[Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 |< < 1-300 of 300 > >|

Pay Run ID
09NP0131
09NP0228
09NP0331

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 of the previous month and two digits of the previous month’s date.

The screenshot displays a software interface for managing reports. The 'Run Control ID' is 'january2023report'. The 'Report Parameter(s)' section includes a 'Department' field with the value '9000800001', radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected), and a 'Pay Run ID' field with the value '22NP1231'. A search icon is next to the 'Pay Run ID' field. The ID '22NP1231' is highlighted in red. Labels with lines pointing to the ID explain its format: '22' is the 'Year', 'NP' is 'Non-Payroll', '12' is the 'Previous month', and '31' is the 'Previous month's end date'. A callout box at the bottom shows 'July 2022 - 22NP0630'.

Click "Run" at the top right.



The screenshot shows a web interface for report configuration. At the top, there is a 'Run Control ID' field with the value 'january2023report'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. Further right is a blue 'Run' button with a mouse cursor hovering over it. Below these elements is a section titled 'Report Parameter(s)' in orange text. Underneath this title is a search field with the label 'Department', the value '9000800001', and a magnifying glass icon.

**Change the report format to an Excel or CSV file.
Otherwise, to see it as a PDF Click "OK."**

Process Scheduler Request [x]

User ID _____ Run Control ID `january2023report`

Server Name [v] Run Date `02/15/2023` [calendar icon]

Recurrence [v] Run Time `9:59:45AM` [Reset to Current Date/Time]

Time Zone [Q]

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 [v]	PDF [v]	Distribution

[OK] [Cancel]

XML or CSV

Click the “Report Manager” link at the top – and make a note of the “Process Instance” number.



Click “Refresh” Until TN_BA138 populates under ‘Report.’ To verify you are receiving the correct report, check the ‘Completion Date/Time’ to make sure it is showing the current date and time.

Reports

Grid icons | Search icon | Navigation: << < 1-1 of 1 > >> | View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	TN_BA138	TN PREM DUE/COLLECT APP DEDUCT	General	03/18/24 2:10PM	8920978	13915962

[Go back to TN Prem Due/Collect App Deduct](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click the TN_BA138 link.

Reports

Grid icons | Search icon | << < 1-1 of 1 > >> | View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
TN_BA138	TN PREM DUE/COLLECT APP DEDUCT	General	03/18/24 2:10PM	8920978	13915962

[Go back to TN Prem Due/Collect App Deduct](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Ignoring the first and third results on the file list, click the middle link ending with “.PDF” or “.CSV”.



The screenshot shows a 'File List' table with three columns: Name, File Size (bytes), and Datetime Created. The table contains three rows of data. The middle row, which is highlighted in light blue, contains the file name 'tn_ba138_11846830.PDF', a file size of 43,292 bytes, and a creation datetime of 02/15/2023 9:51:41.729002AM CST. A blue mouse cursor is pointing at the file name in this row. The entire table is enclosed in a red rectangular border.

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_11846830.log	1,884	02/15/2023 9:51:41.729002AM CST
tn_ba138_11846830.PDF	43,292	02/15/2023 9:51:41.729002AM CST
tn_ba138_11846830.out	1,201	02/15/2023 9:51:41.729002AM CST

If you chose the .PDF option, you may print your report by simply pressing ctrl + p on a pc or command + p on a mac.

rv/prcs/PSUNX/log_output/SQR_TN_BA138_11... 1 / 1 100%

State of Tennessee
for January 2023 Coverage

Page: 1
Run Date 15-FEB-2023
Run Time 09:51:28.000000_AM

Department: 9000800001 - Jackson St C C Retirees
Position Number: -

Last 4 of SSN	Emplid	Name	Plan Type	Benefit Plan Description	Coverage Level	Coverage Level Description	Employer Amount	Employee Amount
Department totals (amount to be deducted):							0.00	0.00

Open in Acrobat

You can also open your Excel, or .XML file, or .CSV file as a spreadsheet.

