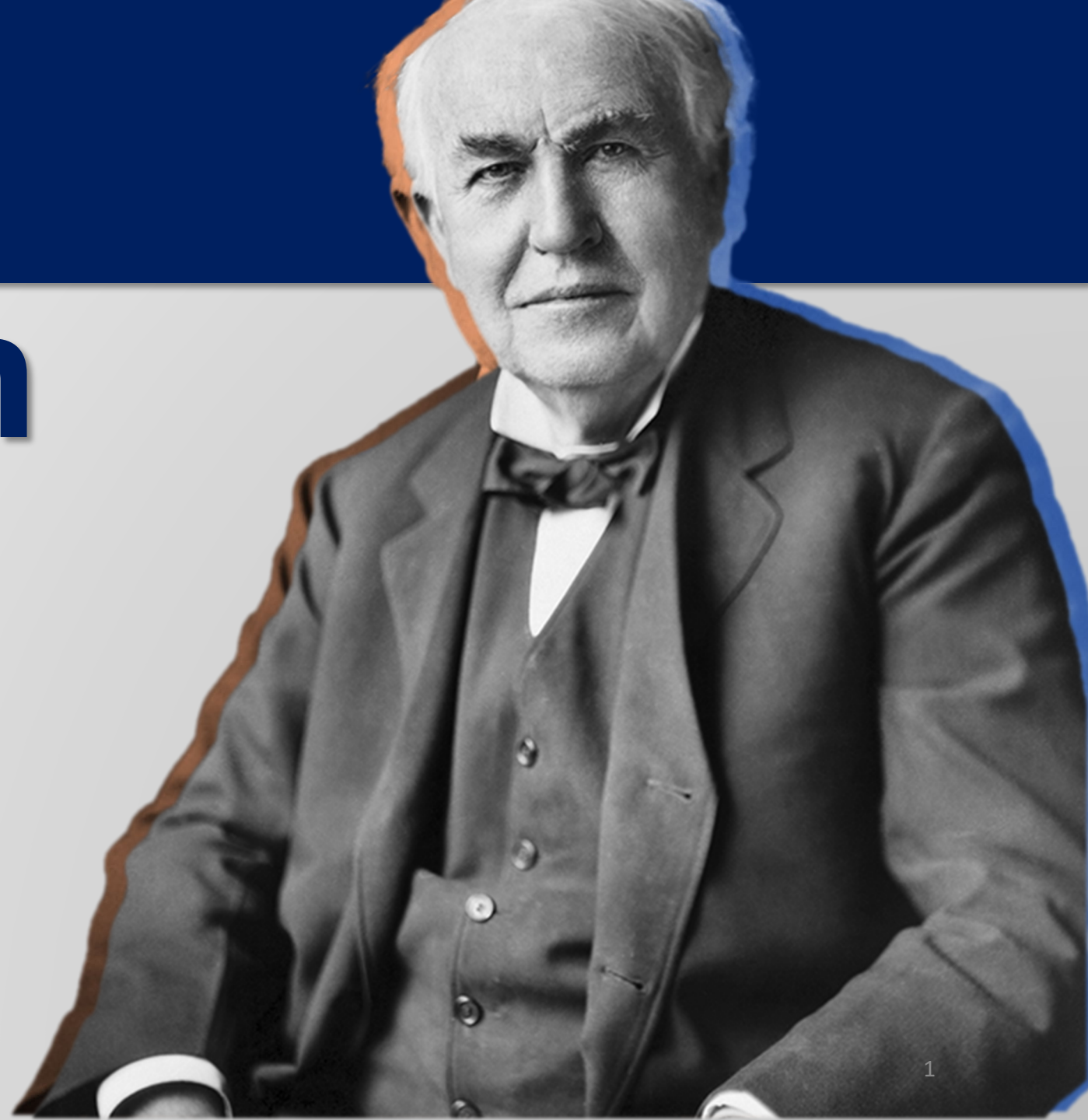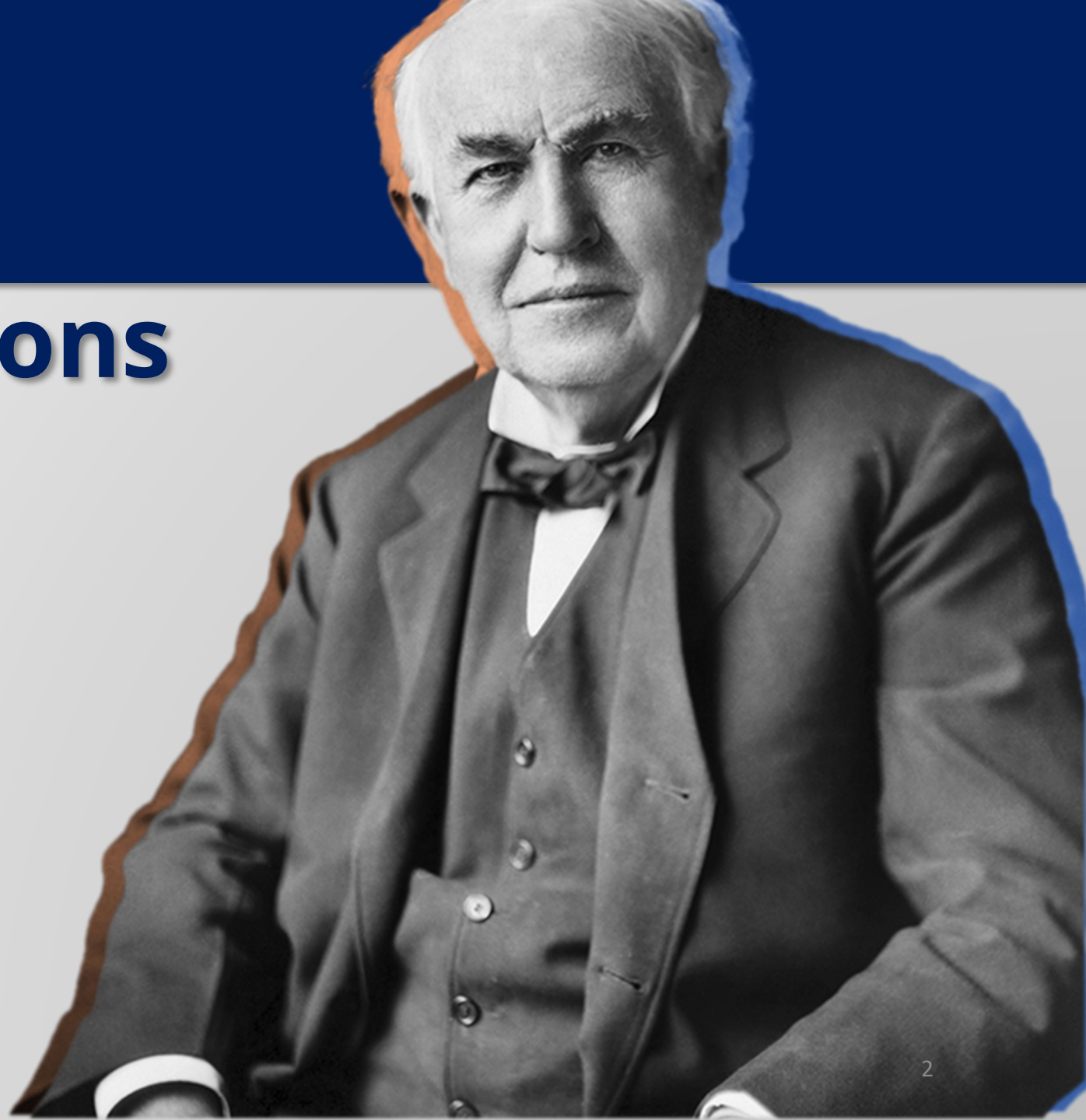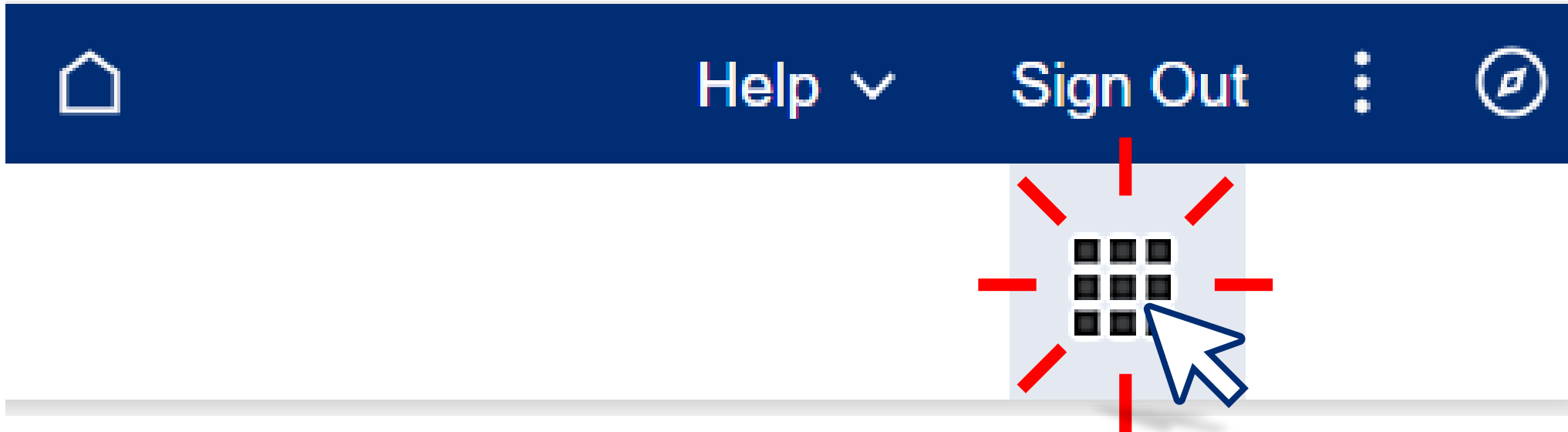# 'How to' in Edison

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.

PARTNERS FOR HEALTH

Select "Benefits WorkCenter" located under the WorkCenters header.

Click "Collections Applied Report."

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
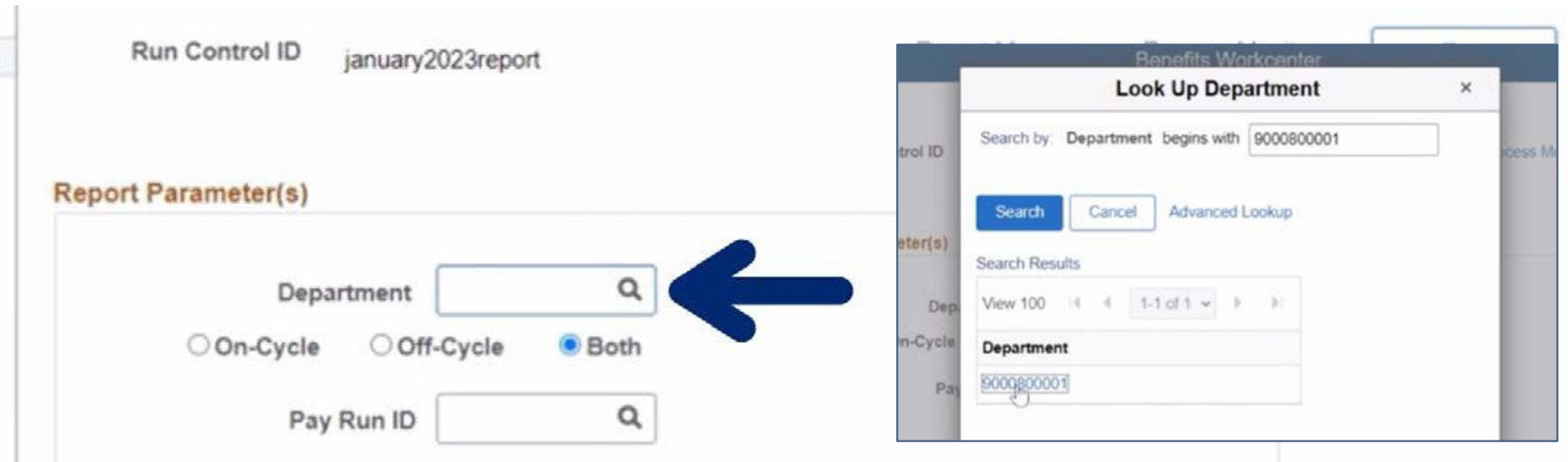
Add a New Value

🔍 Find an Existing Value

*Run Control ID   january2024report

Add

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 [9000800001 🔍]

○ On-Cycle　　○ Off-Cycle　　● Both

Pay Run ID [🔍]

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

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.

Click "Run" at the top right.

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

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.

Click the TN_BA138 link.

Reports

	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

1-1 of 1 | View All

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".

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.

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