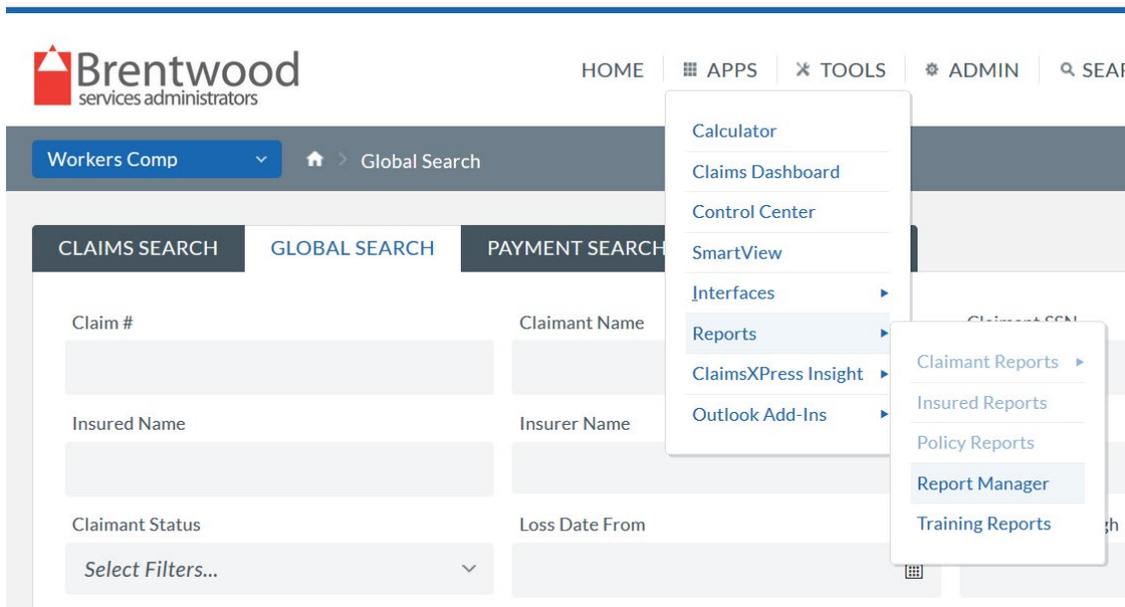


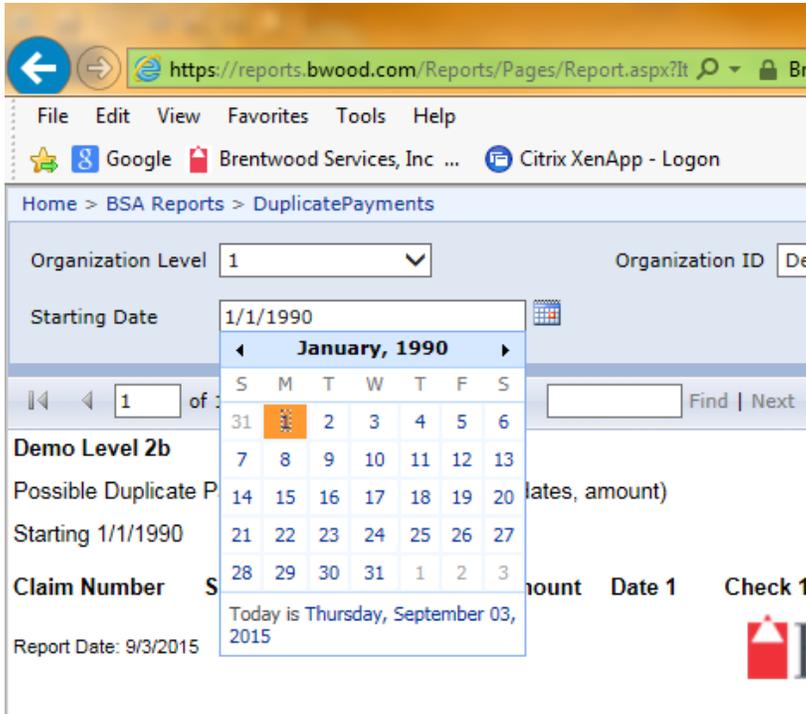
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.



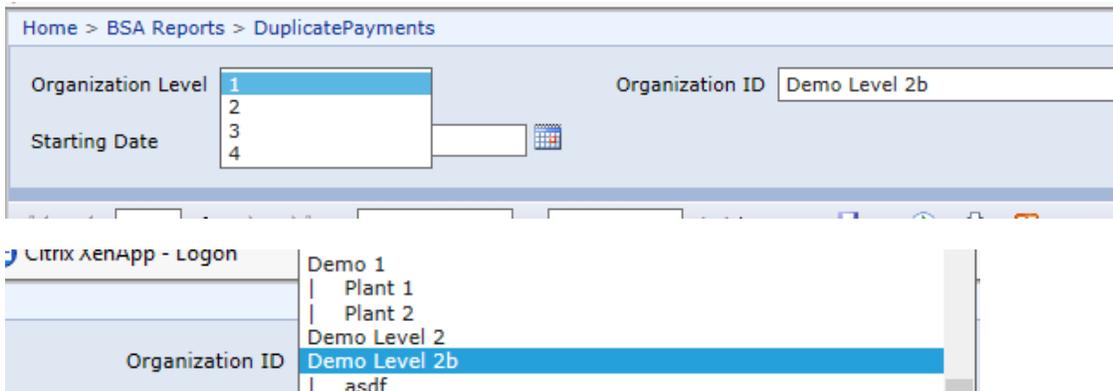
- 2) Select the folder for “BSA Reports”



- 3) For this procedure we are going to focus on the Duplicate Payments Report. This report shows a list of payments made under your organization that possibly have been made twice. This will display what claim number the payment was made on. The date of the payments, the amounts, and who the payment was for. If you have questions regarding a particular payment, you may contact the Claim representative for the claim that the questionable payment was made on.
- 4) The fields that must include data for the report to run against are: Organization and Starting Date. You can type in the date you are looking for, or click on the calendar icon to select the dates using this feature.



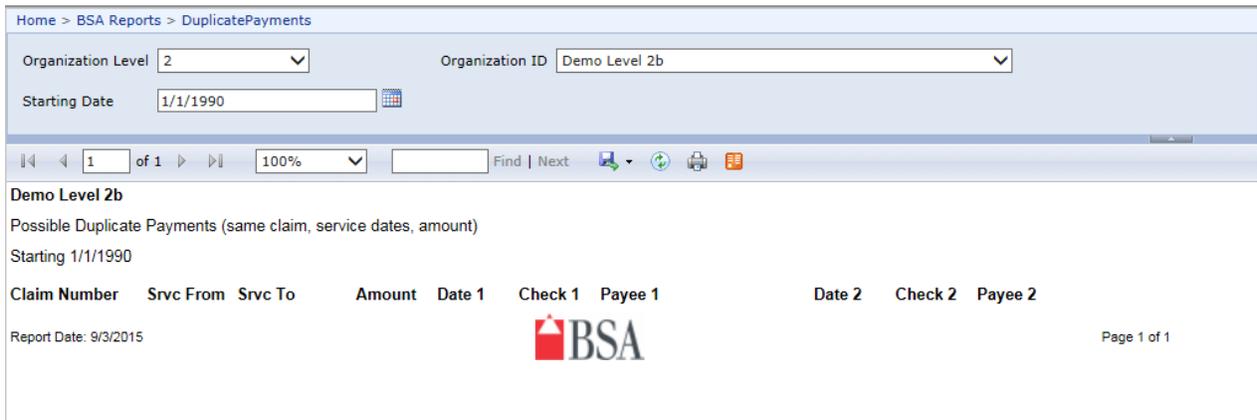
- 5) You can also select sublocations by changing the Organization Level to 2 or 3 then going back to the Organization Field and selecting the sublocation.



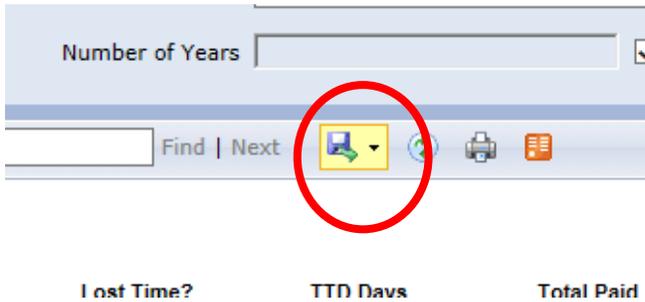
- 6) Once you are satisfied with these parameters, hit the View Reports button in the upper right hand corner of your screen.



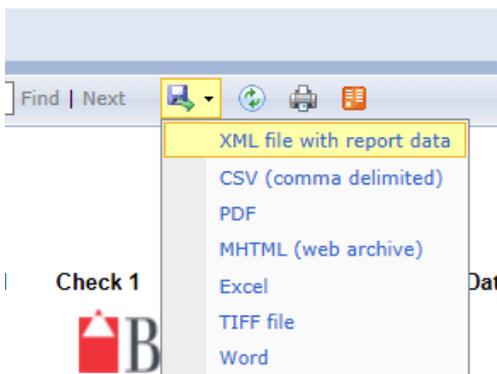
7) Depending on the size of the data, it may take a few seconds to generate the report. Once it is finished it will appear at the bottom of your screen.



8) To save the report, click the icon that looks like a tiny floppy disk with a green arrow:



9) You can save it as an XML file (to view in internet browser), CSV, PDF, MHTML, Excel, TIFF, or Word.



10) You can also print the report, but note that your browser will need an Active X plugin installed to do so, this can be handled by your local IT administrator.