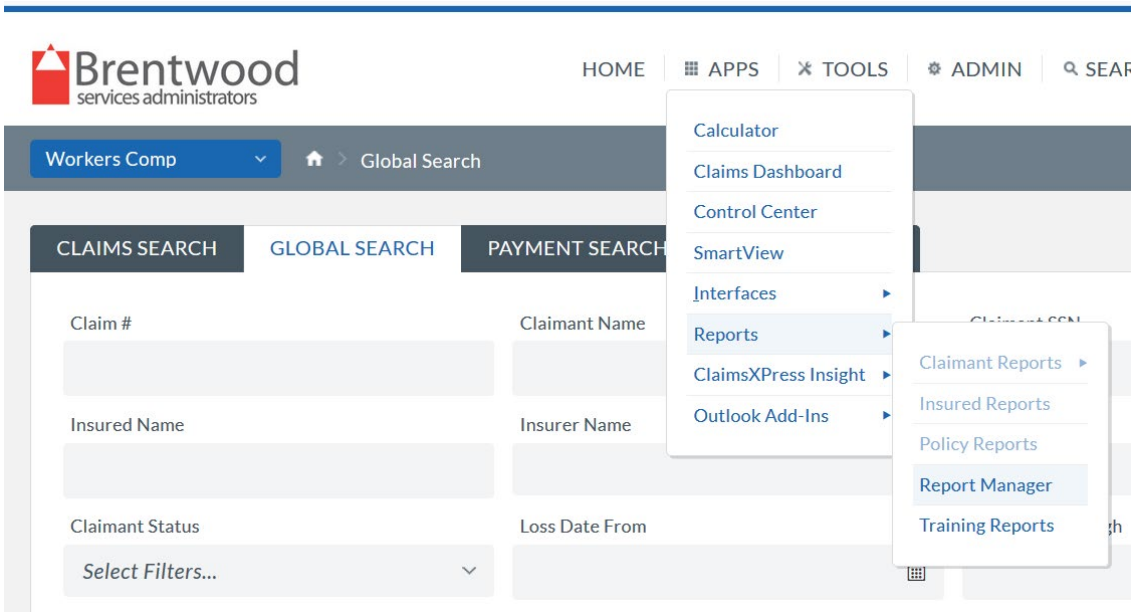


- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new window or tab in your web browser.



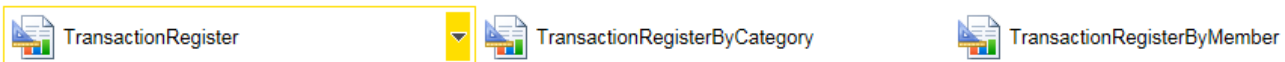
- 2) Select the folder for “BSA Reports”



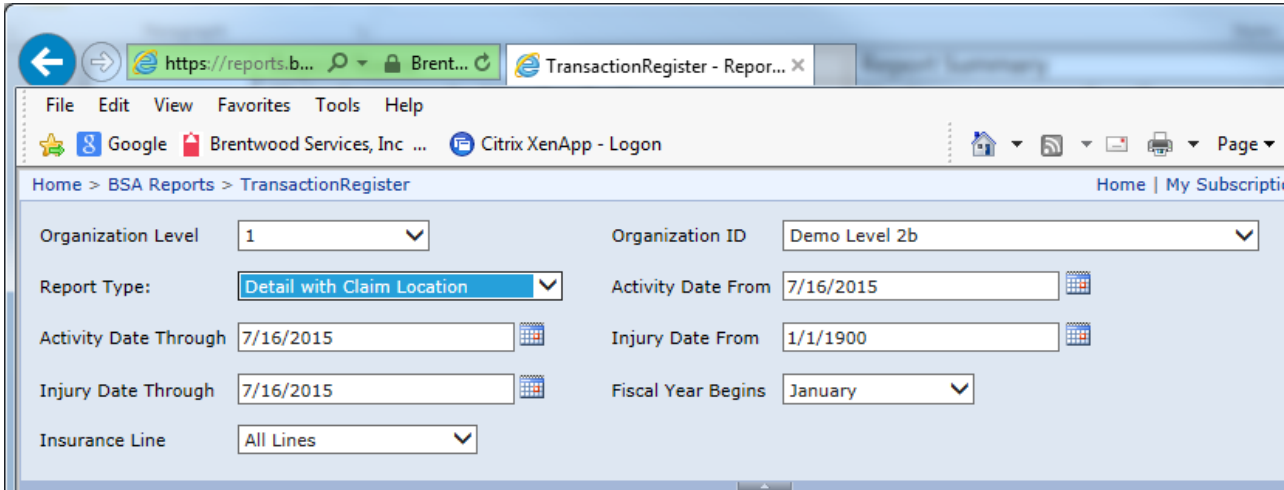
- 3) For the purposes of this Procedure we are going to focus on the Transaction Register Reports. There are multiple versions of this report that sort the data in different manners. Here is a brief breakdown of each report:

Report Name	Report Summary
Transaction Register	Displays detailed check payment data for a specified activity period
Transaction Register by Category	Sorts Transaction Register data by insurance type (Ex. General Liability, Property Damage, Workers’ Compensation, etc.)
Transaction Register by Member	Sorts Transaction Register Data by sub-location
Transaction Register Excel	This is the same as a transaction Register but sorts the data in an easy-to-read excel format.

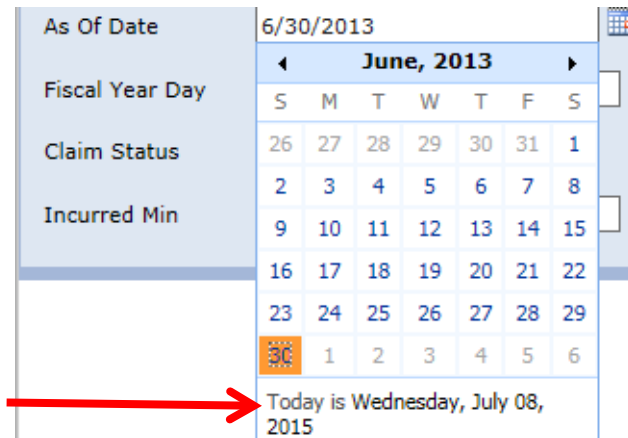
- 4) For this example I am going to just run the Transaction register report.



- 5) Required fields for this report are: Organization ID, Activity dates From and Through, Injury Dates from and Through, and Report Type.



- 6) Report type will include information specific to your needs.
 - Detail – Payment detail only
 - Detail by Injury Year – Payment detail sorted by the **injury** year
 - Detail with Claim Location – Payment detail with the Location of the claim
 - Detail by Claim Jurisdiction State – Payment Detail sorted by state
- 7) Optional parameters include Fiscal Year and Insurance Line. All Lines will display transaction data for all insurance lines covered by Brentwood Services for your company.
- 8) If you want to select the current date, you can click the calendar to the right of the field and select where it says “Today is”



- 9) You can also use the calendar to select the date, but this process may be tedious depending on the date range you are needing.
- 10) If you want to run the report for a specific location, you must first select the Company from the “Organization” drop down list. Then Change the “Organization Level” to Level 2

Home > BSA Reports > TransactionRegister

Organization Level: 1
Organization ID: Demo Level 2b
Report Type: Detail with Claim Location
Activity Date From: 1/1/1990
Activity Date Through: 7/16/2015
Injury Date From: 1/1/1900
Injury Date Through: 7/16/2015
Fiscal Year Begins: January
Insurance Line: All Lines

11) Then you can hit the drop down list under “Organization” to find the Sub location you are looking for:

Home > BSA Reports > TransactionRegister

Organization Level: 1, 2, 3, 4
Report Type: Detail with Claim Location
Activity Date Through: 7/16/2015

XenApp - Logon

Organization	Demo 1 Plant 1 Plant 2 Demo Level 2 Demo Level 2b asdf
Activity Date Through	Demo Loc 1 Demo Loc 1

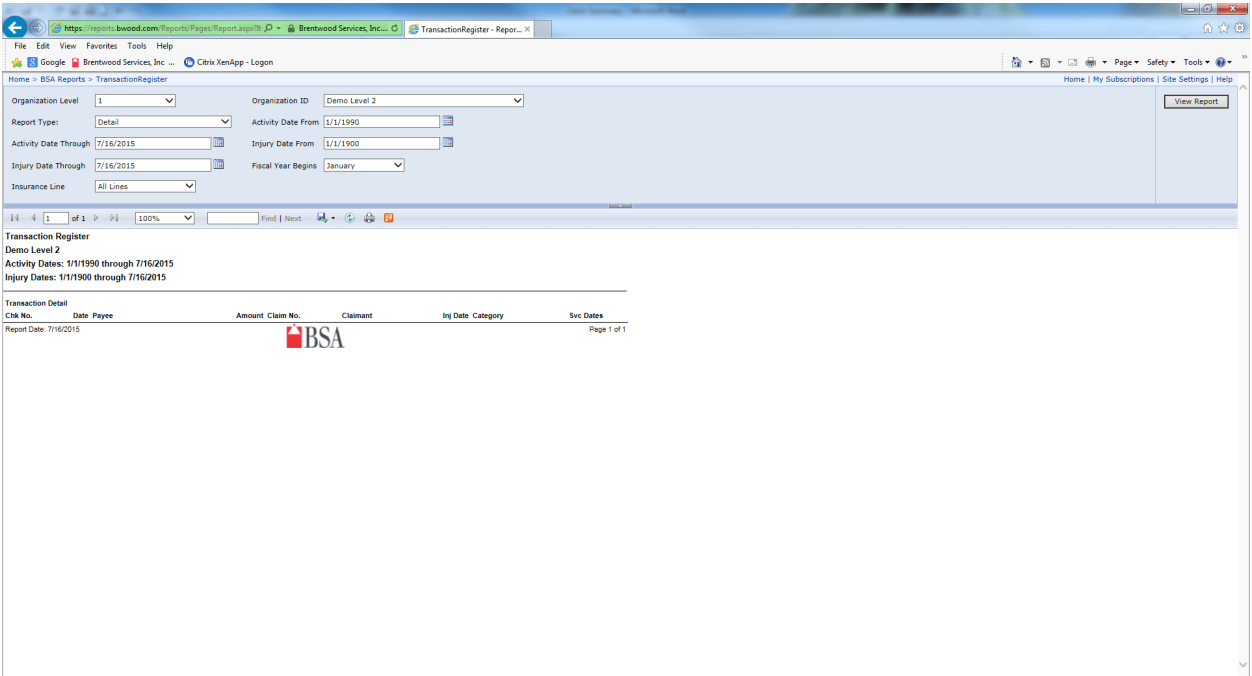
12) If you need an even more specific location you can choose Level 3.

13) Once you are totally satisfied with these parameters, hit the View Report button in the upper Right hand corner of the screen.

Home | My Subscriptions | Site Settings | Help

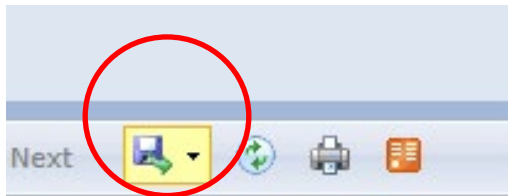
View Report

14) The report results will appear in the bottom portion of the screen.

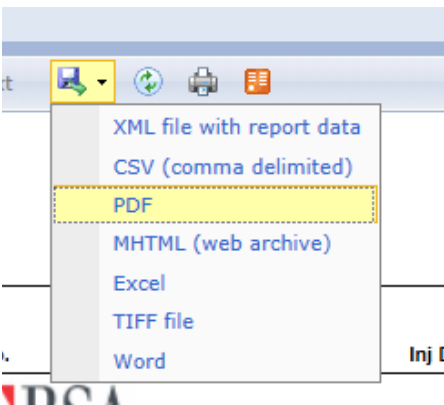


❖ Please note since I'm using a demo account there is no transaction data to display.

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



16) There are multiple file types to save the document as, you can use XML, CSV, PDF, MHTML, Excel, TIFF, or Word.



17) It is recommended that you save this particular report in a PDF or Word Format as it may not display the way you are accustomed in other formats

18) If you would like an Excel version run the ClaimSummaryExcel report as it has been designed to display better in an Excel format.

19) 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.

