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.

	od	HOME	III APPS	LS	
Workers Comp	🗸 🏦 👌 Global Sear	-ch	Calculator Claims Dashboard		
CLAIMS SEARCH	GLOBAL SEARCH	PAYMENT SEARCH	Control Center SmartView		
Claim #	I	Claimant Name	Interfaces	•	Claimant CCN
			ClaimsXPress Insight	•	Claimant Reports
Insured Name		Insurer Name	Outlook Add-Ins	•	Policy Reports
Claimant Status		Loss Date From			Report Manager Training Reports ;h
Select Filters		~			

2) Select the folder for "BSA Reports"



These are internal reports

- 3) For this procedure we are going to focus on the Change of Incurred Report. This report lists the claims that have had a change in total incurred value of the entered minimum change or more during the specified activity period. When the adjuster believes the estimated cost of the claim needs to be adjusted, they will enter reserve adjustments. These adjustments affect the total incurred value.
- 4) The fields that must include data for the report to run against are: Organization, Insurance Line, Minimum Change, Activity Date From and Activity Date Through. There is also an optional field of Fiscal Year. You can change the dates by using the small calendar feature, or by typing the date directly into the date field.

Home > BSA Reports > ChangeOfIncurred									
Organization Level 1	Organization	Der	no Le	evel	2b				
Insurance Line Workers Compensation V	Minimum Change	0.01	1						
Activity From 1/1/1990	ActivityThrough	9/9/	/201	5					
Final Yes Basics January M		•	Se	pte	mber	, 20	15	•	
Fiscal Year Begins January		S	М	т	W	Т	F	S	
		30	31	1	2	3	4	5	
		6	7	8	8	10	11	12	
		13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
		27	28	29	30	1	2	3	
		Tod 09,	lay is 2015	Wedr	nesday	y, Sep	otemb	er	

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

4			
Home > BSA Report	s > Change	OfIncurred	
Organization Level	1		Organi
Insurance Line	3	n 🗙	Minimu
	4		
Activity From	1/1/1990		Activity
	[		
Uttrix XenApp - Lo	ogon	Deres 4	
	- <b>J</b> - · · ·	Demo 1	
		Plant 1	
		Demo Level 2	
Organi	zation ID	Demo Level 2b	
		l asdf	

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

Home   My Subscriptions	Site Settings   Help
	View Report

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.

Activity From 1	1/1/1990	ActivityThrough 9/9/201	5				
Fiscal Year Begins	January 🗸						
14 4 1 of 1	▶ ▶ 100% <b>∨</b>	Find   Next 🔒	<ul> <li>(a)</li> </ul>	<b>m</b>			
Dema Lauri 2h			· •0•				
Workers Compensal For the Period 1/1/1	tion Reserve Changes Exce 990 through 9/9/2015	ss of \$12.00					
Claimant Name	Member Name	Injury Date	Total Paid	Total Outstanding	Prior Incurred	Change Incurred	Total Incurred
Fiscal Year 2015							
Young, Faron		2/2/2015	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Injury Descriptio	on: Lifting speakers sprained back	k.					
Reaso	in: s						
Total for Fiscal Year 2018	5		\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Report Total			\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Report Date: 9/9/2015		BS	A				Page 1 of 1

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.