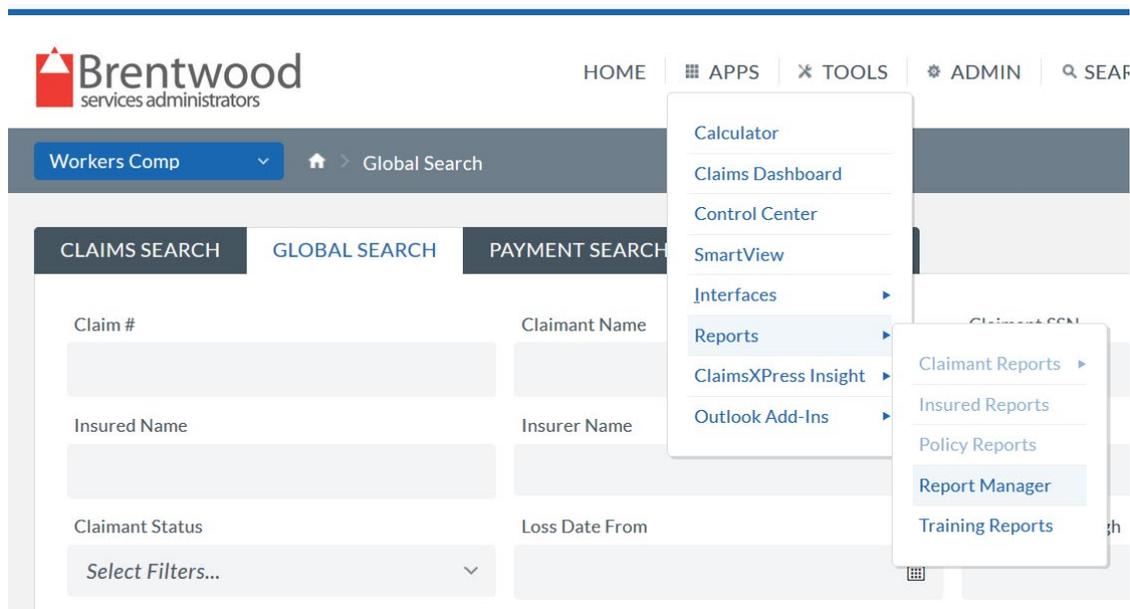
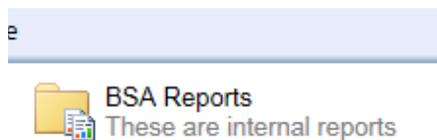


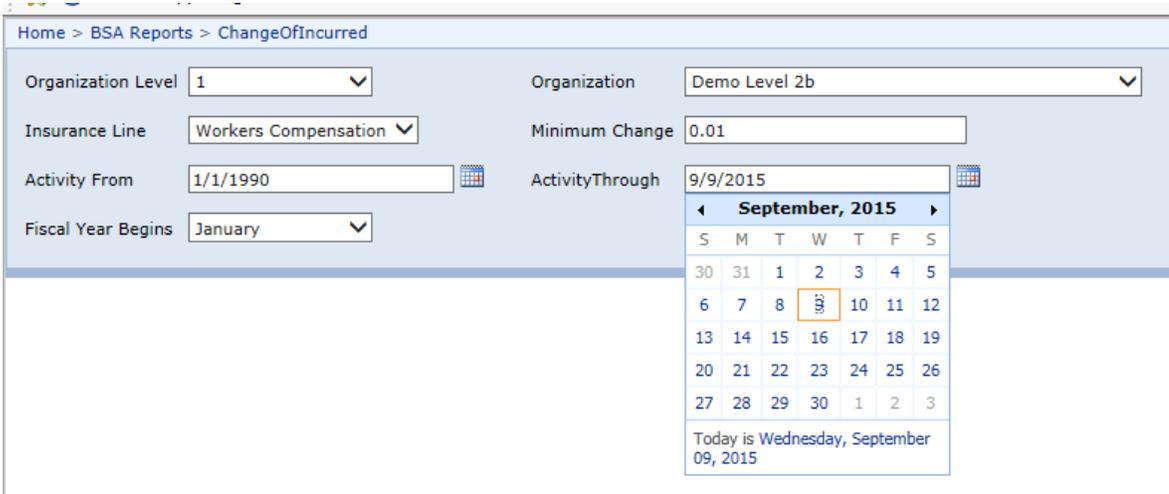
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.



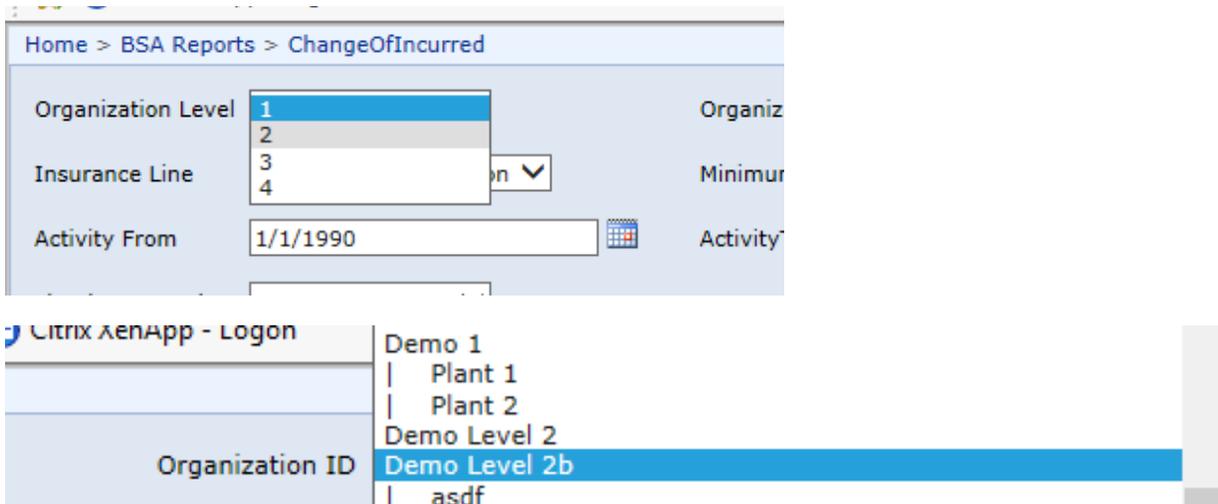
- 2) Select the folder for "BSA Reports"



- 3) For this procedure we are going to focus on the 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.



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.

Activity From: 1/1/1990 ActivityThrough: 9/9/2015
 Fiscal Year Begins: January

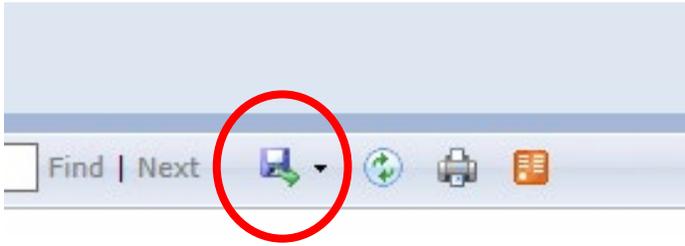
1 of 1 100% Find | Next

Demo Level 2b
Workers Compensation Reserve Changes Excess of \$12.00
 For the Period 1/1/1990 through 9/9/2015

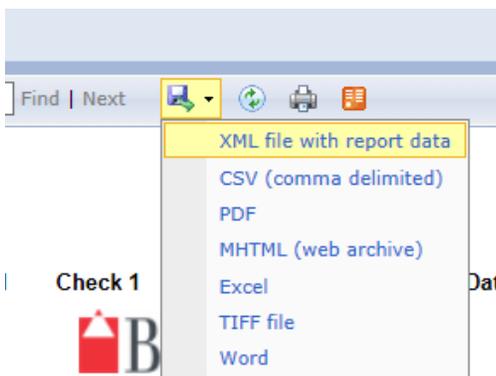
Claimant Name	Member Name	Injury Date	Total Paid	Total Outstanding	Prior Incurred	Change Incurred	Total Incurred
Fiscal Year 2015							
Young, Faron		2/2/2015	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Injury Description: Lifting speakers sprained back. Reason: s							
Total for Fiscal Year 2015			\$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  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.