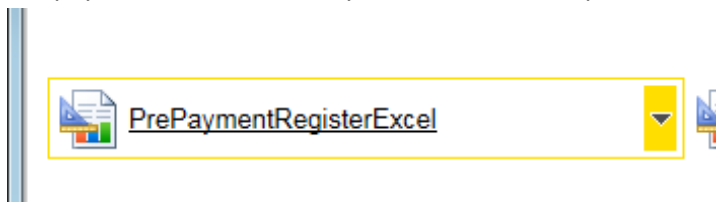


- 1) To get to the Reports section: Navigate to the Applications Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.

- 2) Select the folder for "BSA Reports"

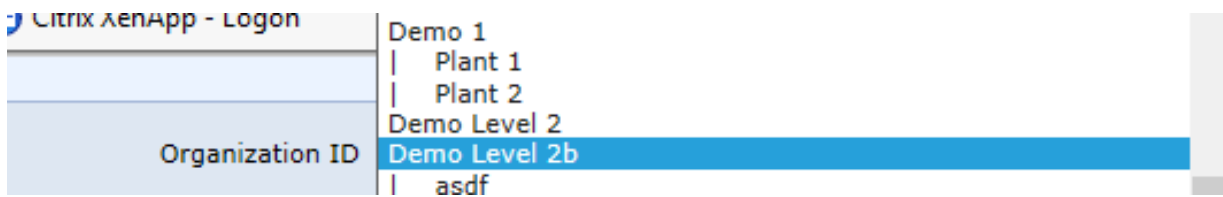
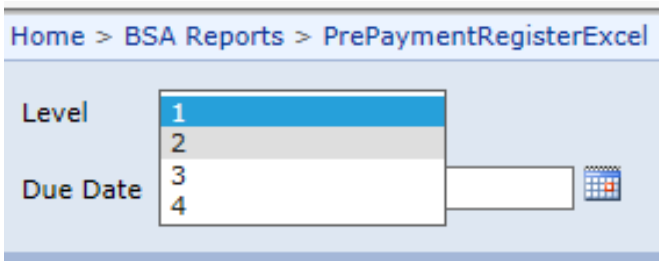


- 3) For this procedure we are going to focus on the PrePayment Register Excel report. This report puts all payments made for a specified date into an excel report format. Data fields for this report include the claim number, claimant name, the payee, check date, check number, check amount, date range, payment type, who entered the payment into the SIMS system, and other important information.

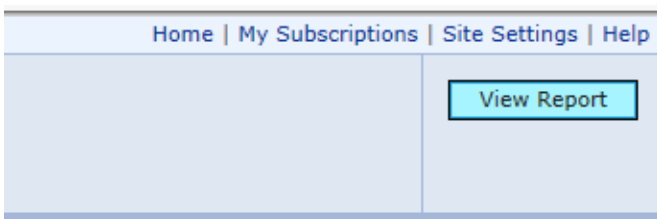


- 4) The fields that must include data for the report to run against are: Organization and Due date. The due date always defaults to the current date, so if you want to see data for a different day this will have to be changed.

- 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.
- Note: since I am using the demo account there won't be any results to show for an example.

Home > BSA Reports > PrePaymentRegisterExcel

Level Organization

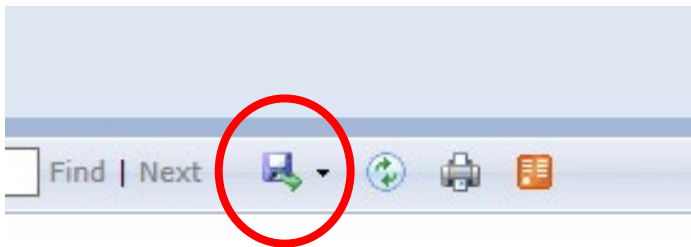
Due Date

1 of 1 100% Find | Next

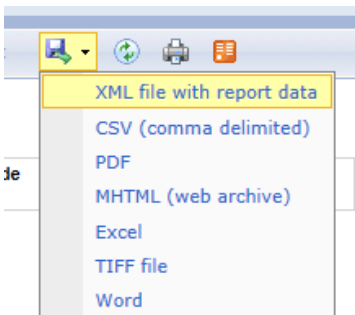
Demo Level 2
Due Date: 3/31/2012

Insurer	Claim Number	Jurisdiction	Claimant	Examiner Code	Supervisor	Payee	Check Date	Check I
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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.