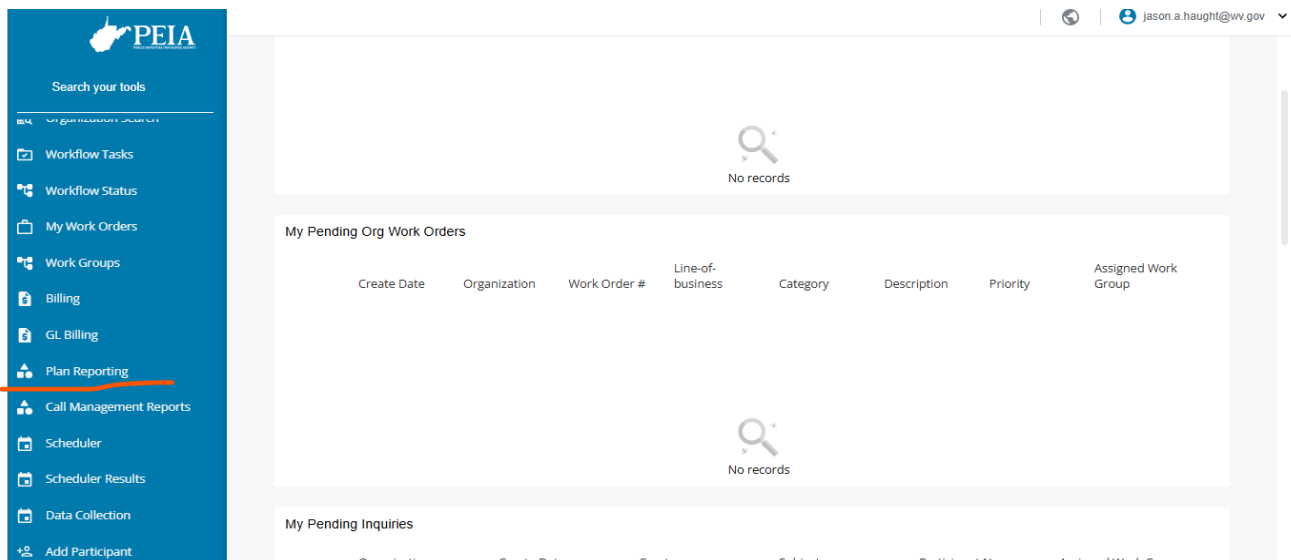


ACCESS Training

Running the Ratio Report

This report identifies any changes between the prebilling for the upcoming coverage period vs the prior month. The Ratio Report can only be run after the prebills have been generated but before the monthly invoicing is completed. Once the invoices for the following month have been generated, the report will no longer provide an accurate comparison. For example, an employee changes from Family Coverage Tier to Employee only in the month of October. That employee along with the premium difference will show as a change between their September Family premium and their October Employee Only premium.

1. Once the Pre-bill is run approximately one week prior to next month's billing, you may run the Ratio of Prebill to Prior Month Bill to confirm your changes have been picked up on next month's billing. This report can be run for the current month's billing until the final bill for the current month is run.
2. Open the Reporting Tool by selecting the Plan Reporting option in your left menu



3. Select the Ratio of Pribill to Prior Month Bill

Report	Description
Adjustment Report	Adjustment Report
Aged Receivables	Aged Receivables
Invoice Totals	Invoice Totals
Carrier Roster Report	Extract all billing transactions for an invoice date or coverage begin date for selected carrier(s)
Carrier Variance Report	Extract billing information for selected invoice dates and compare the data in order to determine the variance.
Coverage vs Carrier Headcount Totals	Extract item headcount information for selected carriers and/or pay groups (if applicable) and headcount by coverage under those item(s) for a selected invoice date.
Details by Carrier/Pay Group Report	Extract details of all billing items invoiced or adjusted for an invoice date or coverage begin date for selected carrier(s) and/or pay group(s).
Entity Master List	Entity Master List
Entity Summary List	Entity Summary List
Invoice Amount Due Threshold	Invoice Amount Due Threshold
Payments Register	Payments Register
Pending/Partially Allocated Payments and Credits	Pending/Partially Allocated Payments and Credits
<u>Ratio of Prebill to Prior Month Bill</u>	Ratio of Prebill to Prior Month Bill
Summary by Carrier/Pay Group	Extract totals for all billing items invoiced or adjusted for an invoice date or coverage begin date for selected carrier(s) and/or pay group(s).

- Once open, press and hold your CTRL key and select your PEIA and RHBT billing group and the 3rd option in Report Grouping

Menu

Ratio of Prebill to Prior Month Bill

Select initial filter criteria and click "Run Report".
No selection is equivalent to selecting all entries.

Include Billing Group(s):

Carrier Premium Billing

PEIA Boards of Education

PEIA Colleges and Universities

PEIA County Commissions

PEIA Other Subdivisions

PEIA State Agencies

PEIA Towns/Cities

Retirees

RHBT Boards of Education

RHBT Colleges and Universities

Select Report Grouping

Billing Entity

Billing Entity, Billing Item

Billing Entity, Billing Item, Person

Run Report

- After it opens Select the Filter item

Report Menu

Change Criteria

Private Bookmark

Public Bookmark

Reset Layout

Billing Grouping: PEIA Boards of Education, RHBT Boards of Education

Ratio of Prebill to Prior Month Bill

f(x) Formula

Filter

Add Chart

Table

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Billing Group	Billing Entity Id	Billing Entity Name	Billing Item	Invoice Date	Current Month Invoice & Adjustments	Previous Month Invoice & Adjustments	Ratio Of Current Month To Previous	Less than 10% Difference	Less than 5% Difference	No Difference
PEIA Boards of Education	800010005	BARBOUR CO BOARD OF EDUCATION	annualAdminFee			-55.00	0.00	N	N	N

- Select the chevron in the Filter Column cell to open the drop down and select the No Difference Column, then select the chevron in the Comparison cell to open the

drop down and select the = equal to sign, then select the chevron in the Value cell to open the drop down and select the N, then select the Add button and

Report Menu

Change Criteria

Private Bookmark

Public Bookmark

Reset Layout

Billing Grouping: PEIA Boards of Education, RHBT Boards of Education

Ratio of Prebill to Prior Month Bill

$f(x)$ Formula

 Filter

 Add Chart

 Filter rows by cell values. 

Filter Column

No Difference

▼

Comparison

=

▼

Value

N

[]

Add

 Table   

  Page

1

 of 7177  

- The Report will generate and you can then download to an Excel file by selection the download icon and selecting the Excel option

Filter Column

No Difference

▼

Comparison

=

▼

Value

N

[]

Add

 Table   

  Page

1

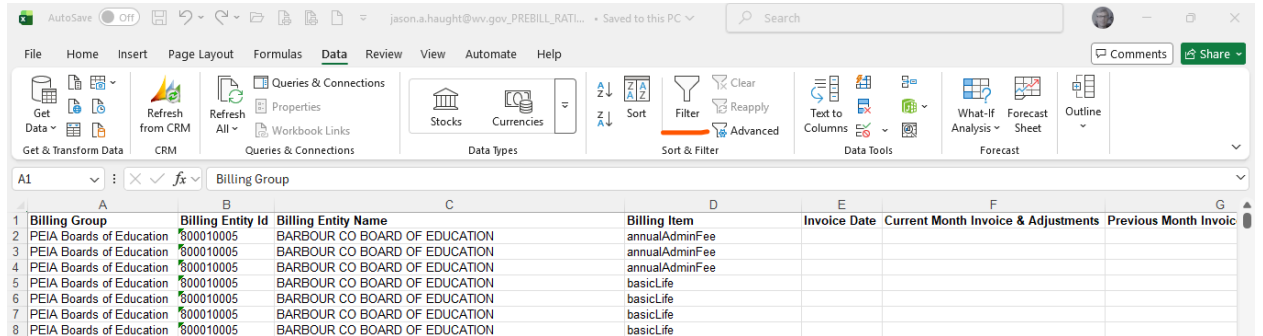
 

Excel

CSV

PDF

8. The report will then be available as an Excel file. Depending on your browser settings, it will automatically open or be available in your downloads. Select the Data menu item, then the Filter icon



9. Select the drop down of the column you wish to filter. The example below filtering Billing Item

The image displays two screenshots of the Power BI Desktop interface, illustrating the steps to filter data in a table.

Top Screenshot: The 'Data' ribbon is active. The 'Filter' button is highlighted. Below the ribbon, the 'Billing Group' table is visible. The 'Billing Item' column header has a dropdown arrow highlighted with a red circle.

Bottom Screenshot: The 'Filter by Values' dialog box is open for the 'Billing Item' column. The 'Search' field is empty. The list of values includes: (Select All), annualAdminFee, basicLife, depLife, medicalEmployee (highlighted with a red line), medicalEmployer, optionalLife, paygo, and relLeaveConvBasicLifeEmployer. The 'OK' button is visible at the bottom right of the dialog.

10. You will now see all employee billing items that have a change from the previous month's billing vs this month's prebill

11. You may continue to filter as you wish to identify all changes