

# My Claims Based Funding Report is Blank!

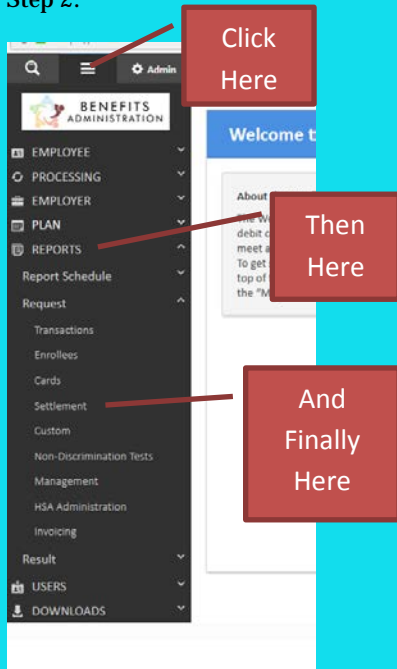
Below are the steps on how to run a similar report called Employer Disbursement Report.

## Step 1: Login

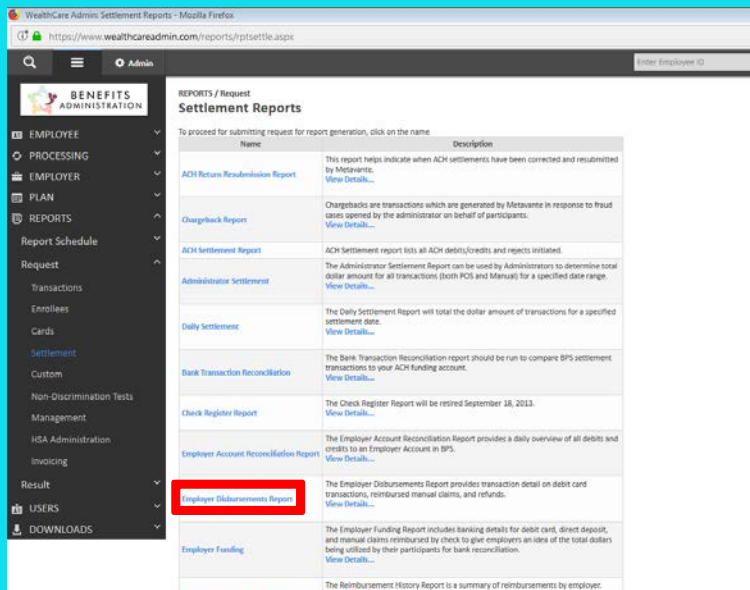
<https://www.wealthcareadmin.com>

- Use this link to get to your login.

## Step 2:



## Step 3: Now you're on the settlement report screen. Select Employer Disbursement Report



Step 4: Set the start date for the previous Sunday through Saturday Ex: If today was Tuesday October 30<sup>th</sup>. You'd set the start date for 10/21 and the end date for 10/27. Select plan year to All. And click Generate.

**Employer Disbursements Report**

Address: [Address Field]

Employer: better business [Dropdown] [List All] [Search All]

Division: <All> [Dropdown] Billing Group: <All> [Dropdown]

Account Segment: <All> [Dropdown] Sub Group: <All> [Dropdown]

Start Date\*: 10/31/2018 [Calendar] End Date\*: 10/31/2018 [Calendar]

Plan Year: <Select a Value> [Dropdown] Plan ID: [Dropdown]

Account Type: [Dropdown] Mask Cardholder ID: Yes [Dropdown]

Chain Type: All [Dropdown] Plan Date: [Dropdown]

Sort By: Employee Name [Dropdown] Optional Columns: None [Dropdown]

Format: Excel [Dropdown]

**Report Delivery Options:**

PDF Download  Email  FTP

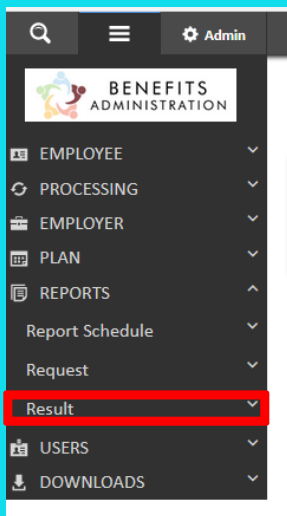
Email address of recipient\*: [Field]

Email address of sender\*: [Field]

Generate

\*Field is required

Step 5: After generating the report you'll need to go to the results page.



Step 6: Click view results and this screen appears. Open the report. (can only open as Excel). On the report, add up all the amounts listed and you'll have the amount that we have debited for that week.

**Requested Reports Status**

Address: [Address Field] Employer: better business [Dropdown] [List All] [Search All]

Report Category: All [Dropdown] Report Name: All [Dropdown]

Request From Date: 10/24/2018 [Calendar] Status: Static [Dropdown]

Request To Date: 10/31/2018 [Calendar]

Delete Search

To view reports with status 'Generated', click on the report name.

Report Name	Status	Requested Date	Format	Admin ID	Employee Name	Acct Type	ID	Report Date	Version	Delivery Method
<b>Employer Disbursements Report</b>	Generated	10/31/2018 11:28:22 AM	Excel 2003 (xls)	100849	DEP80P	ALL	N/A	10/31/2018	New	Download
Rolling Summary	Generated	10/30/2018 10:45:20 AM	PDF	100849	AR	ALL	AR	None	Viewed	Download
Check Register Report	Generated	10/28/2018 9:28:18 AM	Excel 2003 (xls)	100849	AR	ALL	AR	10/28/2018	New	Download
ACH Settlement Report	Generated	10/29/2018 8:55:32 AM	CSV	100849	AR	ALL	AR	10/29/2018	Viewed	Download
Check Register Report	Generated	10/27/2018 8:32:39 AM	Excel 2003 (xls)	100849	AR	ALL	AR	10/27/2018	New	Download
Check Register Report	Generated	10/29/2018 8:32:38 AM	Excel 2003 (xls)	100849	AR	ALL	AR	10/29/2018	New	Download
Check Register Report	Generated	10/26/2018 8:12:11 AM	Excel 2003 (xls)	100849	AR	ALL	AR	10/26/2018	New	Download

7 Report requests found.

\*If you have any questions or this report also comes up blank or it doesn't match the amount we have debited. Email or call Cam at BBP Admin.

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