

Employer COBRA Premium Disbursements Report

Log into: <https://bbp.webcobra.com>

Go to : Reporting -> Predefined Reports

Under “Premium Reports” click:

~**Reconciliation By Payments (Voucher Report)** (to view detail of premiums by PBQ)

-> Employer dropdown: check your company name

The screenshot shows a configuration form for the report. It includes fields for Client / Employer View (set to 'View All Client/Employers'), Payment On or After (with a calendar icon and a checked 'NULL' box), PQB Identifier (set to '<Select a Value>'), GroupBy (set to '<Select a Value>'), Include Shortfall Advance (set to '<Select a Value>'), Include Voided Payments (set to '<Select a Value>'), Show Fees (set to '<Select a Value>'), Employer (dropdown), Payment On or Before (with a calendar icon and a checked 'NULL' box), Include Non Cash Payments (set to '<Select a Value>'), Include ARRA Subsidies (set to '<Select a Value>'), Include Subsidies (set to '<Select a Value>'), Include Ledger Adjustments (set to '<Select a Value>'), and Show Refunds (set to '<Select a Value>'). A 'View Report' button is located on the right side.

Change the “Payment on or after” date to the 1st of the month (*uncheck NULL box*)

Change “Payment on or Before” date, to the last day of the month (*uncheck NULL box*)

(The 1st of the month may need to be adjusted back a month or two, if money had not been previously disbursed)

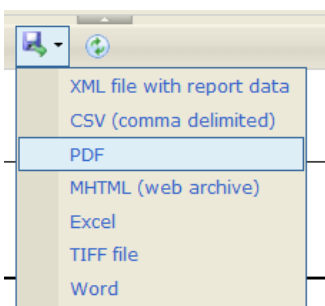
This screenshot shows the date selection portion of the configuration. 'Invoice On or After' is set to '5/1/2017' with a calendar icon and an unchecked 'NULL' box. 'Invoice On or Before' is set to '6/30/2017' with a calendar icon and an unchecked 'NULL' box.

You can also change these options to “No” if needed:

This screenshot shows the configuration form with several options set to 'No' or 'Yes'. 'Payment On or After' is '5/1/2017' (unchecked NULL), 'Payment On or Before' is '6/30/2017' (unchecked NULL), 'PQB Identifier' is 'SSN', 'Include Non Cash Payments' is 'No', 'Include ARRA Subsidies' is 'No', 'Include Shortfall Advance' is 'Yes', 'Include Subsidies' is 'Yes', 'Include Voided Payments' is 'Yes' (highlighted in yellow), 'Include Ledger Adjustments' is 'Yes' (highlighted in yellow), 'Show Fees' is 'Yes', and 'Show Refunds' is 'Yes'.

Click-> View Report

Once loaded, click the disk icon to download and save



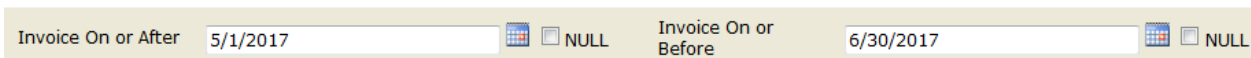
~Reconciliation By Plan (to view detail of premiums by plan)

-> Employer dropdown: check your company name

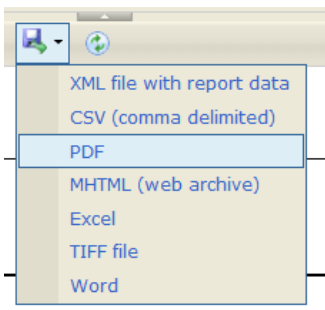


Change the date to the 1st of the month/ last day of the current month (*uncheck NULL box*) -> Click-> View Report

(The 1st of the month may need to be adjusted back a month or two, if money had not been previously disbursed)



Once loaded, click the disk icon to download and save



~Reconciliation By Disbursement (To view amounts of all disbursement totals)

-> Employer dropdown: check your company name

Click-> View Report



Once loaded, click the disk icon to download and save

