

Benefit Change Extract Report – Cheat Sheet

Benefit Change Extract report:

One purpose of this report can be to find all premium changes in a specific period of time.

1. Select **Benefit Change Extract**

Benefit Change Extract	This report contains details about the benefit changes that occurred during the requested time period
Beneficiary Change Extract	This report will contain beneficiary changes which occurred during the requested time period
Dependent Change Extract	This report contains details about the dependent changes that occurred during the requested time period

2. Select Optional Criteria 1 and 2 (School Division and division groups)
3. If desired, select Work Statuses
4. Select Start and End dates
5. Select **Run Report**

Optionally select criteria 1 to report

Optionally select criteria 2 to report

Optionally select Work Statuses to report

Optionally enter a specific Certificate Number

Select Start date to report

Select End date to report

Select language

Run Report

6. Select the gear icon to hide and show columns, sort, group, etc. Click on the Download icon to download the report to Excel, CSV, or PDF.



Columns Sort Group Aggregate Paging

 Hide and show columns.

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> (All) | <input checked="" type="checkbox"/> Language Preference | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Benefit Event Status |
| <input checked="" type="checkbox"/> Certificate Number | <input checked="" type="checkbox"/> Address Line 1 | <input checked="" type="checkbox"/> Member Eligibility Set | <input checked="" type="checkbox"/> Benefit Event Date |
| <input checked="" type="checkbox"/> Member Last Name | <input checked="" type="checkbox"/> Address Line 2 | <input checked="" type="checkbox"/> Member Eligibility Set Effective Date | <input checked="" type="checkbox"/> Elections Last Saved |
| <input checked="" type="checkbox"/> Member First Name | <input checked="" type="checkbox"/> City | <input checked="" type="checkbox"/> Work Status | <input checked="" type="checkbox"/> Event End Date |
| <input checked="" type="checkbox"/> Member Middle Name | <input checked="" type="checkbox"/> Province | <input checked="" type="checkbox"/> School Division (Criteria Group 1) | <input checked="" type="checkbox"/> Event Expired |
| <input checked="" type="checkbox"/> Member Date of Birth | <input checked="" type="checkbox"/> Postal Code | <input checked="" type="checkbox"/> Employee Group (Criteria Group 2) | |
| <input checked="" type="checkbox"/> Member Gender | <input checked="" type="checkbox"/> Country | <input checked="" type="checkbox"/> Benefit Event Name | |

OK