



STATE OF TENNESSEE

How to Set Up Your Auto Collections Applied Report to come to you by Email Monthly

December 2017

Edison Home Page - NavBar

The screenshot shows the Edison Home Page interface. On the left is a vertical sidebar with menu items: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The main content area features a large banner with a hot air balloon and the text "Welcome To Edison". Below the banner are sections for "Edison News Alerts", "FAQ", "Edison Basics", "Edison Help Desk Info", and "Troubleshooting Tips". A callout box with a red border and a hand cursor icon points to a circular icon in the top right corner of the page's navigation bar. The callout box contains the following text:

Instructions

Click on the NavBar icon on the Edison home page.

Category	Sub-category	Date
TNCALCST	General	2017-01-19-16:56.2
TNCALCST	General	2017-01-18-14:57.4
TNCALCST	General	2017-01-17-14:16.2
TNCALCST	General	2017-01-12-16:19.2

Report Manager

Edison Home Page - Navigator

Instructions

Click on the Navigator icon on the Edison home page.

Edison Maintenance Calendar

Monday, Jan 29, 2017 - Saturday Feb 4, 2017
No events found for the date range.

Full Page View

My Reports

Report	Folder
TNCALCST	General
	2017-01-20-14.51.3
TNCALCST	General
	2017-01-19-15.55.2
TNCALCST	General
	2017-01-19-14.57.4
TNCALCST	General
	2017-01-17-14.18.2
TNCALCST	General
	2017-01-12-16.19.2

Report Manager

“My System Profile”

NavBar: Navigator

 Edit My Links	HCM >
	ELM >
 Navigator	FSCM >
	Reporting Tools >
 My Links	HCM Reporting Tools >
	ELM Reporting Tools >
 My Preferences	FSCM Reporting Tools >
	PeopleTools >
 Fluid Home	EHD >
	My Preferences
	My System Profile

Instructions

Click on “My System Profile” on the Edison home page.

General Profile Information

General Profile Information

Your name will appear here.

Password

Change Password, Challenge Questions, Security Image or One-Time Password email

Email			Personalize	Find	First	1-2 of 2	Last
Primary Email Account	Email Type	Email Address					
<input type="checkbox"/>	Business	Your email address will appear here.					
<input checked="" type="checkbox"/>	Primary	Your email address will appear here.					



“Primary Email Account” should have a checkmark in the field. Click the NavBar.

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your findings.

Alternate User ID

From Date 31 (example: 12/31/2000)

To Date 31 (example: 12/31/2000)

Save



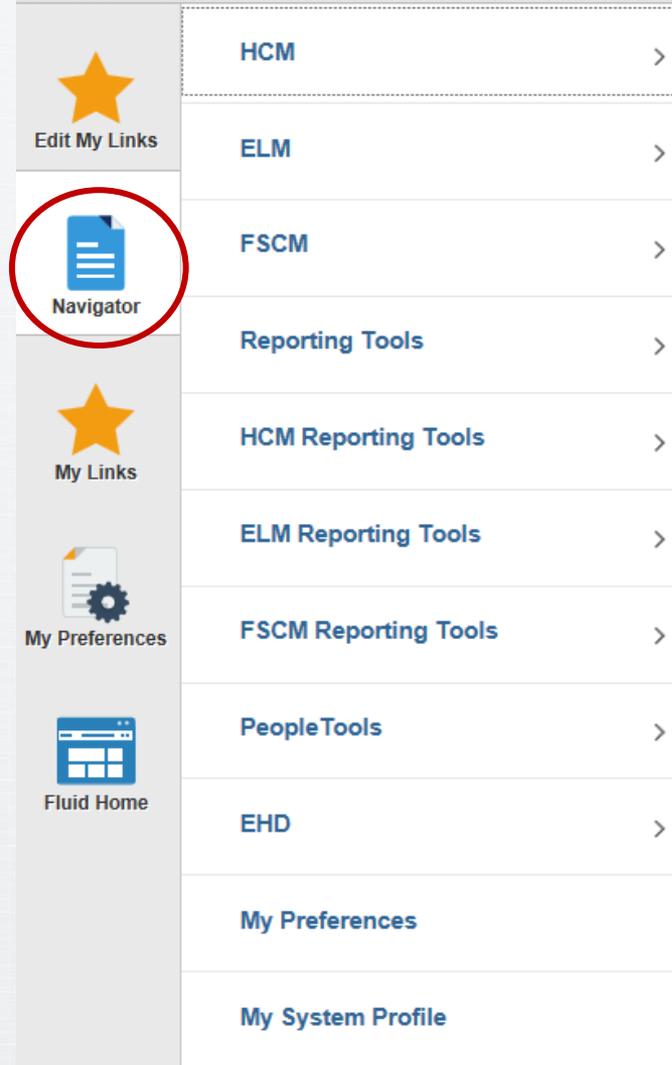
Navigator Menu

Instructions

Click on the “Navigator icon” in the NavBar. You will just see the NavBar.



NavBar: Navigator



Instructions

After clicking the Navigator Icon you will view the Navigator Menu.

HCM>Benefits>Reports>Contributions and Dedu...>TN Prem/Collect App Deduct

The image displays a sequence of five screenshots illustrating the navigation path through the HCM system. Each screenshot shows a 'NavBar: Navigator' with various menu items. Red circles highlight the specific links to be clicked at each step:

- Screenshot 1:** The 'HCM' link is highlighted in the main menu.
- Screenshot 2:** The 'Benefits' link is highlighted in the HCM sub-menu.
- Screenshot 3:** The 'Reports' link is highlighted in the Benefits sub-menu.
- Screenshot 4:** The 'Contributions and Deductions' link is highlighted in the Reports sub-menu.
- Screenshot 5:** The 'TN Prem Due/Collect App Deduct' link is highlighted in the Contributions and Deductions sub-menu.

Instructions

Click the “HCM” link on the “Main Menu”.
Then from the “HCM” menu click on the “Benefits” link. From the “Benefits” menu, click on the “Reports” link. From the “Reports” menu, click on the “Contributions and Deductions” link. Click the “TN Prem Due/CollectApp Deduct” link.

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

Find an Existing Value | Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

Instructions

Type the word "report" into the Run Control ID box.

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

Find an Existing Value | Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

Instructions

Click "Add".

Select your Agency Dept. Number

TN Prem Due/Collect App Deduct

Run Control ID report

Report Manager

Process Monitor

Run

Report Parameter(s)

Department



On-Cycle Off-Cycle Both

Pay Run ID



Save

Return to Search

Instructions

Click the magnifying glass to the right of the Department Number.

Add

Update/Display

Look Up Department Number

TN Prem Due/Collect App Deduct

Run Control ID report Report Manager Process Monitor Run

Report Parameter(s)

Department 🔍

On-Cycle Off-Cycle Both

Pay Run ID 🔍

Instructions

Click on your department number.

Look Up Department

Search by: Department begins with

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Department
9000100000
9000100001
9000100000

Select Both

Process Scheduler Request

Run Control ID report

Report Manager

Process Monitor

Run

Report Parameter(s)

Department 9054900000

On-Cycle Off-Cycle Both

Pay Run ID

Instructions

Select "Both".

Save

Return to Search

Add

Update/Display

Click Run

Run Control ID report Report Manager Process Monitor **Run**

Report Parameter(s)

Department

On-Cycle Off-Cycle Both

Pay Run ID

Instructions

Leave the Pay Run ID field blank and click the "Run" button.

Recurrence Date

Process Scheduler Request

User ID **Your Access ID will be here.**

Run Control ID report

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Pr... Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

Instructions

Click the down arrow next to the Recurrence field.

Select a Date of Recurrence

TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here.** Run Control ID report

Server Name PSUNX Run Date 08/05/2010
Recurrence **Monthly_5th_11PM** Run Time 11:00:00PM
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

Instructions

Select "Monthly_5th_11PM"

Select your format (PDF)

TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here.** Run Control ID report

Server Name Run Date
Recurrence Run Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

Instructions

The default format of the report is Adobe PDF. If you would prefer to view the report in Microsoft Excel, click the down arrow in the Format field.



Select your format (CSV)

TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here.**

Run Control ID report

Server Name PSUNX

Run Date 08/05/2010

Recurrence Monthly_5th_11PM

Run Time 11:00:00PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	<input checked="" type="checkbox"/> Distribution

Instructions

The default format of the report is Adobe PDF.
If you would prefer to view the report in
Microsoft Excel, click the down arrow in the
Format field and select
CSV.

OK

Cancel

Select your format (CSV)

TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here.**

Run Control ID report

Server Name PSUNX

Run Date 08/05/2010

Recurrence Monthly_5th_11PM

Run Time 11:00:00PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	Distribution



Instructions

Click the "Distribution"
link to create the email
template.

OK

Cancel

Email Web Report

TN Prem Due/Collect App Deduct

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

Distribute To

*ID Type *Distribution ID

User

OK

Cancel

Instructions

Check mark the "Email Web Report" check box.

Email Subject

TN Prem Due/Collect App Deduct

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

Distribute To

*ID Type *Distribution ID

User **Your Access ID will be here.**

OK

Cancel

Instructions

In the Email Subject field,
type "Your Collections
Applied Report is Ready".

Email Web Report

TN Prem Due/Collect App Deduct

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days 31

Email Only

Email Subject

Email With Log:

Email Web Report:

"Your Collections Applied Report is Ready"

Message Text

Email Address List

Distribute To

*ID Type *Distribution ID

User

Your Access ID will be here.

OK

Cancel

Instructions

In the Message Text field, type "First login to Edison and go to "My Reports" on the home page and click on the link TN_BA138.

Message Text

TN Prem Due/Collect App Deduct

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

Distribute To

*ID Type *Distribution ID

User



Instructions

Click "OK".

Click OK

TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID darl0622001

Run Control ID report

Your Access ID will be here.

Server Name PSUNX

Run Date 02/06/2017

Recurrence

Run Time 2:50:27PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution



Instructions

Click "OK" again.

You are now finished!

Run Control ID report

Report Manager Process Monitor **Run**

Process Instance 6127763

Report Parameter(s)

Department 🔍

On-Cycle Off-Cycle Both

Pay Run ID 🔍

Save Return to Search

Instructions

You are now finished.
(The Process Instance number below the run button confirms that the report has been set up.)

Your Collections Applied Report will now be automatically emailed to you on the 5th of each month (you will see the email when you come in to work the next business day).

Let's see what the actual email will look like.

“Your Collections Applied Report is Ready”

From: edison.erp@tn.gov
To: mary.roberts@tn.us
Cc:
Subject: "Your Collections Applied Report is Ready"

Report information for Process Instance 6127763, Process Name TN_BA138:

https://sso.edison.tn.gov/psc/hrprd/EMPLOYEE/HRMS/c/CDM_RPT.CDM_RPT.GBL?Page=CDM_RPT_INDEX&Action=U&CDM_ID=3855041

Instructions

The subject line and first sentence of the email are the same as what you typed earlier. There will also be a long link in the email. Before you click this link, first open Internet Explorer and login to Edison. If you click the link before logging into Edison, you will receive an error.

Login to Edison

ORACLE®
PEOPLESOFT

User ID

Enter your Access ID Here

Password

Enter your Password Here

Select a Language

English

Sign In

Enable Accessibility Mode

Instructions

Go to <https://www.edison.tn.gov>,
Enter your Access ID and Password,
and click Sign In.

My Reports

The screenshot shows the Edison portal interface. On the left is a navigation menu with categories: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The main content area contains several widgets: Edison News Alerts (no articles available), Edison Maintenance Calendar (no events found), and a FAQ section. The FAQ section has a sub-section for 'Edison Basics' with four expandable items: 'What is Edison?', 'What are the Edison Compatibility Standards?', 'Why Passwords Expire Every 90 days?', and 'Access ID vs Employee ID'. Below the FAQ is the 'Edison Help Desk Info' link. A 'My Reports' widget is also present, containing a table with columns 'Report' and 'Folder'. The table lists 'TN_BA138' in the 'Report' column and 'General' in the 'Folder' column. A red box highlights the 'My Reports' widget title, and a hand cursor icon points to the 'TN_BA138' link. Two other red boxes at the top of the page contain the text: 'Instructions' and 'Click on the TN_BA138 link under "My Reports".'

Instructions

Click on the TN_BA138 link under "My Reports".

Edison Service Desk
1-866-376-0104 or 615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

Edison News Alerts
No articles currently available
News and Events

Edison Maintenance Calendar
Sunday Feb 5, 2017 - Saturday Feb 11, 2017
No events found for the date range.
Full Page View

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?
- Access ID vs Employee ID

Edison Help Desk Info

My Reports

Report	Folder
TN_BA138	General
	2017-02-06-18.40.5

My Reports

The screenshot shows the Edison portal interface. On the left is a navigation menu with categories: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The main content area features a large instruction box: "Instructions: Click on the TN_BA138 link under 'My Reports'." Below this are three widget sections: "Edison News Alerts" (no articles available), "Edison Maintenance Calendar" (no events for the date range), and "FAQ". The "FAQ" section includes "Edison Basics" with links for "What is Edison?", "What are the Edison Compatibility Standards?", "Why Passwords Expire Every 90 days?", and "Access ID vs Employee ID". Below the FAQ is "Edison Help Desk Info". A "My Reports" section is highlighted with a red circle and contains a table with a hand cursor pointing to the "TN_BA138" link.

Instructions

Click on the TN_BA138 link under "My Reports".

Edison News Alerts
No articles currently available
News and Events

Edison Maintenance Calendar
Sunday Feb 5, 2017 - Saturday Feb 11, 2017
No events found for the date range.
Full Page View

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?
- Access ID vs Employee ID

Edison Help Desk Info

My Reports

Report	Folder
TN_BA138	General
	2017-02-06-18.40.5

Viewing Your Collections Applied Report

Report

Report ID 3772640 Process Instance 6004957 [Message Log](#)

Name TN_BA138 Process Type SQR Report

Run Status Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node HRUAT Expiration Date 03/09/2017

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_6004957.log	1,728	02/06/2017 6:40:58.966877PM CST
tn_ba138_6004957.PDF	275,264	02/06/2017 6:40:58.966877PM CST
tn_ba138_6004957.out	6,270	02/06/2017 6:40:58.966877PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	Your Access ID will be here.

Instructions

Finally click the second link in the File List section ending in “.PDF” (or “.CSV” depending upon what you chose earlier) to view your report.

Questions