

Key Functionality | Billing Inquiry

DELTA DENTAL Benefit Manager Toolkit © TEST RAINBOW SIGN OUT

Billing

Invoices My Reports Historical Reports EBill ACH Payment Registration

Payer: [] Group ID: [] Subgroup ID: [] Group Name: []

Subgroup Name: [] Active

RESET SEARCH

Group: [] Subgroup: All Subgroups Total Balance: \$3,189.76

From Date: [mm/dd/yyyy] To Date: [mm/dd/yyyy] SUBMIT

• Date Range is optional. If not specified will default to the last 3 months worth of processed invoices

Consolidated Reports Group Reports Subgroup Reports

Consolidation Name	Consolidation Invoices	Parent Subgroup	Start Date	End Date	Status
[]	3	1001	07/01/2021	09/30/2021	Active

To Inquire on **Billing activities**, begin by navigating to the **Billing** section.

Fill in the required fields, shown with a **Red sidebar**. Once populated, select Search.

The results default to display **All Subgroups**, however, this can be adjusted by clicking on the **Subgroup**.

The **Date Range** defaults to display the last 3 months worth of processed invoices, but you can alter this by selecting a specific **From** and **To Date**.

If you wish to view additional details or download a report, select the caret icon to expand that specific Consolidation.

Consolidated Reports Group Reports Subgroup Reports

Consolidation Name	Consolidation Invoices	Parent Subgroup	Start Date	End Date	Status
[]	3	1001	07/01/2021	09/30/2021	Active

Invoice #	Invoice Type/Name	Start Date	End Date	Total Invoice Count	Invoice Amount	Remaining Balance
CNS00007	Invoice	09/01/2021	09/30/2021	1	\$3,189.76	\$3,189.76
CNS00007	Invoice	08/01/2021	08/31/2021	1	\$3,218.04	\$0.00
CNS00007	Invoice	07/01/2021	07/31/2021	1	\$3,161.48	\$0.00

1-3 of 3 Records 1

If a **Consolidation** exists and you have authorizations for all the Subgroups that are part of the Consolidation, the **Consolidated Reports** tab will display.

Key Functionality | Billing Inquiry (continued)

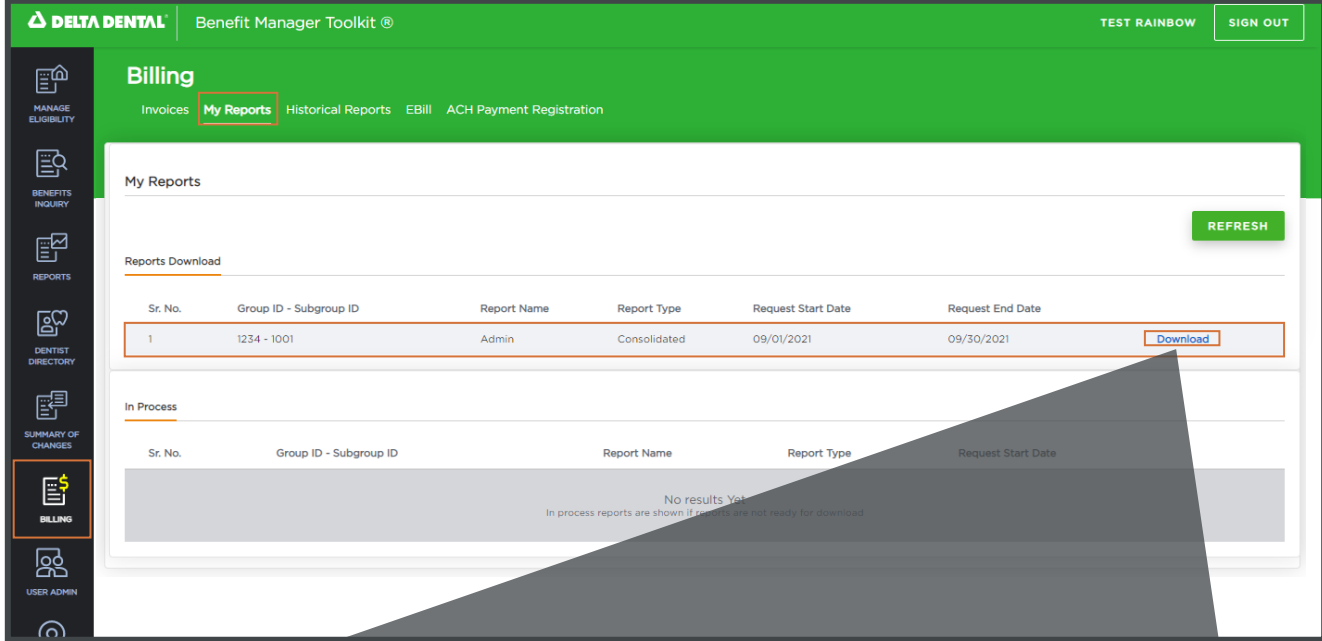
If you wish to **Download a Billing Report**, select the caret icon to expand that specific Consolidation

Click on the **individual invoice** you are looking to download and begin the popup workflow.

When the **Download popup** appears, work through each section to download the report

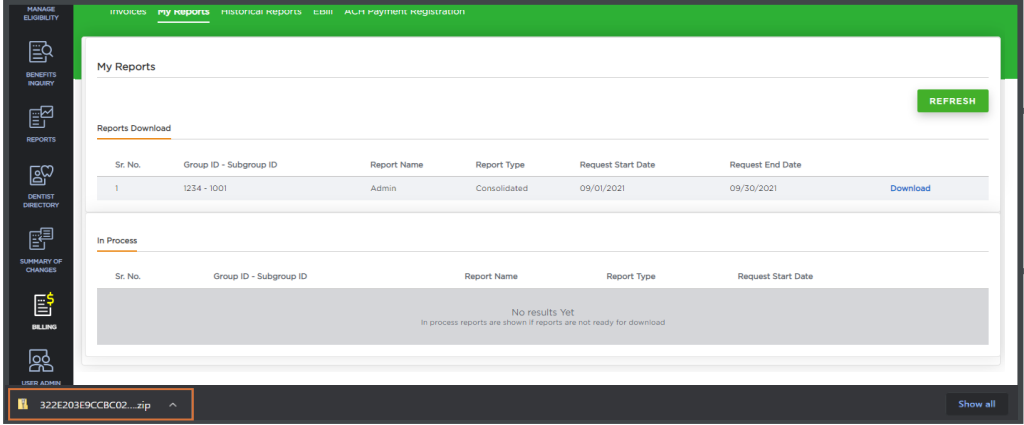
PDF – will download instantly
XLS and **CSV** - will become available within the **My Reports** tab and can be downloaded from that section

Key Functionality | Billing Inquiry (continued)



Once you have successfully completed the **Download popup** workflow, navigate to the **My Reports** tab within the **Billing** section.

All reports that are ready to Download will appear within the **Reports Download** section.



Selecting **Download** for the invoice you wish to save will begin the download process on your computer.

Once the file is ready to view, you can select the icon at the bottom of your browser or navigate to your **Download folder**.