

How to Run & Use the Remittance Advice Monthly Summary Report – Agency Providers

(5/6/2020)

The **Remittance Advice Monthly Summary** report is useful for Agency providers to see a summary of their eXPRS payments for a specific calendar month. This report returns as an Excel spreadsheet that can be saved & then used offline to track payments for services provided.

To Run & Use the Remittance Advice Monthly report:

- 1. Login to eXPRS.
- 2. From the left-hand menu, click on *Reports* → *Remittance Advice Monthly*.



3. In the search page that opens, select the **Month** you wish to view payments for (eXPRS will default to the current month), then click **FIND**. For you as an Agency, you likely won't need to use any other search criteria.

eport of all SFMA pa	/ments made in	that month in	an Exc	el spreadsh	eet format.
	Month:	April 2020	~)	
DHS C			<i>8</i> 8		
	Provider ID:			<i>8</i> 48	
Serv	ice Element:	All			~

4. eXPRS will show you a pop up to open or save the file as an Excel document.

You have chosen to open: Remittance Advice Monthly for Excel.xls which is: Microsoft Excel 97-2003 Workshe		
Remittance Advice Monthly for Excel.xls which is: Microsoft Excel 97-2003 Workshe		
which is: Microsoft Excel 97-2003 Workshe		
	et	
from: https://apps.state.or.us		
What should Firefox do with this file?		
Open with Microsoft Excel (default)		~
○ <u>S</u> ave File		
Do this automatically for files like this from	n now on.	
	OK	Cancel

- 5. Once you've opened the Excel document, there are a few quick sort/filter things to do, to easily see your information.
 - Sort the list by the **Run ID**. This will give you a chronological history of payments for the month.

	A B		С	D	E	F	
1	Remittance Advice Monthly						
2	For date span 4/1/2020 -						
3							
4	Run Date	Run Id	ICN	Replaces Prime		Client Last Name	
5	4/1/2020 6:01:32 PM	360094804	L. *********************01	-			
6	4/1/2020 7:25:54 PM	360119819	2019*****(Sort	the list hv		
7	4/1/2020 7:25:54 PM	360119819	2019*******	OUL	the list by		
8	4/1/2020 7:25:54 PM 360119819		2019***********	the	Run ID		
9	4/8/2020 5:31:06 PM 360872843		2019**********			Last A	1
10	4/8/2020 5:31:06 PM	360872843	2019*************	C	olumn	Last A	
11	4/8/2020 5:31:06 PM	360872843	2019**********07			Last A	
12	4/8/2020 5:31:06 PM	360872843	2019**********08		x.	Last A	
13	4/8/2020 5:31:06 PM	360872843	2019**********09		xxx000ux	Last A	
14	4/8/2020 5:31:06 PM	360872843	2019*********10		xxx0000x	Last A	
15	4/14/2020 5:31:04 PM	362713243	2019*********11		xxx0000x	Last A	- A
16	4/14/2020 5:31:04 PM	362713243	2019*********12		xxx0000x	Last A	F
17	4/14/2020 5:31:04 PM	362713243	2019*********13		xxx0000x	Last A	F
18	4/14/2020 5:31:04 PM	362713243	2019*********14		xxx0000x	Last B	
19	4/14/2020 5:31:04 PM	362713243	2019**********15		xxx0000x	Last B	
20	4/15/2020 5:31:16 PM	362026770	2019***************		xxx0000x	Last B	
21	4/17/2020 5:31:06 PM	363523023	2019**********17		xxx0000x	Last B	
22	4/17/2020 5:31:06 PM	363523023	2019*********18		xxx0000x	Last B	
~	5:31:06 PM		2019*********		xxx0000		

How to Run RA Monthly Rpt-AGENCY (v1; 5.6.20)

• With the list sorted, separate the Run ID/Date blocks by adding a few blank rows in between them.

	А	В	С	D	E	F	G	Н	
1	Remittance Advi	ce Monthly							
2	For date span 4/1/2020 - 4	4/30/2020		~					
3				· · · ·					
	Due Data	Due Id	Insert I	blank ro	ws between	-	Client First	Procedure	Sei
4	Kun Date	Run Ia	Run I	D Numb	pers/Dates	t Name	Name	Code 🚽	Mod
5	4/1/2020 6:01:32 PM	360094804	21		Jere, Dutee			All	
6	4/1/2020 7:25:54 PM	360119819	J19** UZ					All	
7	4/1/2020 7-26-54 DM	360110210	2010**********					All	
8	4/1/2020 7:25:54 PM	360119819	2019**********04					All	À
9	4/2/2020 5:31:02 PM	360259879	2019*********24		xxx0000x	Last	First	ORAGH	A
12	4/2/2020 5:31:02 PM	360259879	2019**********70		xxx0000x	last	First	ORAGH	P
11	4/2/2020 5:31:02 PM	360259879	2019***********100		xxx0000x	Last	First	ORAGH	
12	4/2/2020 5:31:02 PM	360259879	2019**********101		xxx0000x	Last	First	ORAGH	
13	4/2/2020 5:31:02 PM	360259879	2019***********102		xxx0000x	Last	First	ORAGH	
14	4/2/2020 5:31:02 PM	360259879	2019**********103		xxx0000x	Last	First	ORAGH	A
15	4/2/2020 5:31:02 PM	360259879	2019**********104		xxx0000x	Last	First	ORAGH	A
16	4/2/2020 5:31:02 PM	360259879	2019**********105		xxx0000x	Last	First	ORSLV	
17	4/2/2020_5:31:02 PM	360259879	2019***********106		xxx0000x	Last	First	ORAGH	_/_
0	0.DM	360259879	50		XXX000		First		$\overline{\langle}$

• With the date blocks separated, sum the **Payment Amount** column for each Run ID/Date block to see the total payment to you for that block of data.

	А	В	С		Н	1	J	K	L	М	N	0
1 Remittance Advice Monthly												
2	2 For date span 4/1/2020 - 4/30/2020											
3	3											
4	Run Date	Run Id	ICN	st v	Procedure Code	Service Modifie	Claim Modifie*	Billed Units	Billed Amount	Offset Amoun•	Payment Amount	Service Elemer*
5	4/1/2020 6:01:32 PM	360094804	2019*******		All	ZW	REG	1	\$26,041.00		\$26,041.00	57
6	4/1/2020 7:25:54 PM	360119819	2019******		All	ZU	REG	1	\$28,464.00		\$28,464.00	56
7	4/1/2020 7:25:54 PM	360119819	2019*****		All	ZW	REG	1	\$26,041.00		\$26,041.00	56
8	4/1/2020 7:25:54 PM	360119819	2019****		All	ZW	PEG		\$29,295.00		\$29,295.00	56
9						-	•	1			\$109,841.00	
10)
11						Sum the	e Paym	ent Am	ount <			·
12	4/2/2020 5:31:02 PM	360259879	2019*******	OP column by Dun ID/Date							\$10,649.27	50
13	4/2/2020 5:31:02 PM	360259879	2019*****	Column by Run ID/Date							\$4,166.07	50
14	4/2/2020 5:31:02 PM	360259879	2019*****		Or.		\$239.00	\$4,273.07	50			
15	4/2/2020 5:31:02 PM	360259879	2019*****		ORAGH		\$943.86	50				
16	4/2/2020 5:31:02 PM	360259879	2019******		ORAGH				00.000		\$943.86	50
17	4/2/2020 5:31:02 PM	360259879	2019********		ORAGH	All			\$943.86		\$943.86	50
18	4/2/2020 5:31:02 PM	360259879	2019*******		ORAGH	All	REG	1	\$12,762.78	\$1,043.50	\$11,719.28	50
19	4/2/2020 5:31:02 PM	360259879	2019******		ORSLV	All	REG	1	\$2,281.46		\$2,281.46	51
20	4/2/2020 5:31:02 PM	360259879	2019*****		ORAGH	All	REG	1	\$4,876.61		\$4,876.61	50
21	4/2/2020 5:31:02 PM	360259879	2019*****		ORAGH	All	REG	1	\$4,876.61		\$4,876.61	50

The deposit to your bank account will likely show as a few dates AFTER the date listed for the Run ID/Date block of data. This should hopefully show you the details for each deposit. If you have Run ID blocks that are very close in date (like consecutive days), your deposit may be as sum total of a couple of Run ID blocks on the spreadsheet.