How to Access/Run the Payment Detail Report

(updated 1/13/2022)

The **Payment Detail** report is available in eXPRS to assist providers (Agency, Foster Care, CME) track your payments received for the services you have delivered. This report will include payments made for traditional CPA service claims processed, as well as the aggregated claims processed for Plan of Care (POC) authorized services.

The report will show information for each SFMA Run ID and payment process date for claims processed for the provider.

➔ ***NEW INFORMATION***: Due to data volume limitations with the new reports format, this report has been modified to only show payment information without the individual claims detail.

See information in ***Addendum A*** at the end of this guide for instructions on how to search for a list of individual claims processed/paid in a specific SFMA Run ID.

To view the any PLA details for a specific payment run/SFMA Run ID, please use the **Payment PLA Detail** report.

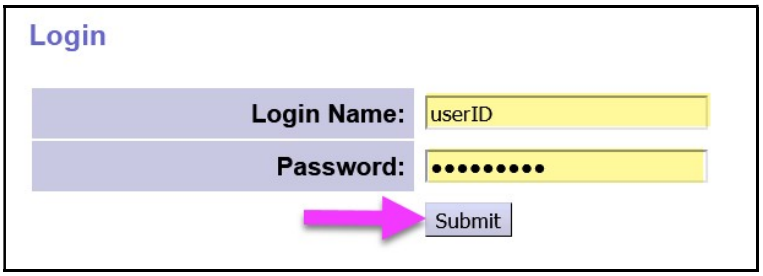
The report will be divided into sections showing payments by:

- The authorizing contractor entity (County/**CDDP or Brokerage**)
- The **service element** the service paid was authorized under

Please note that this report is a static report. **It will show data as it existed at the time the payment cycle was processed.** Approved/paid claims that were later voided will show as paid on this report when they were originally paid. If a claim was later voided after it was paid, its amount will also show up in the report as a part of any PLA amount recovered by a future approved/paid claim.

To access & run the **Payment Detail** report:

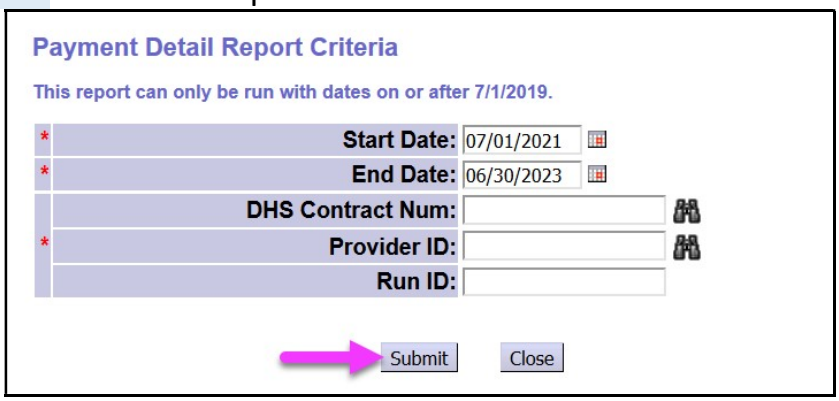
1. Log in to eXPRS.



2. From the left-hand menu, click on ***Reports → Payment Detail***.

3. You'll now be in the **Payment Detail Report Criteria** page. The date range will default to the current biennium, but you can change the date range if you wish. No additional search criteria are needed by Agency or Foster Care Provider users, but additional criteria may be added, if desired.

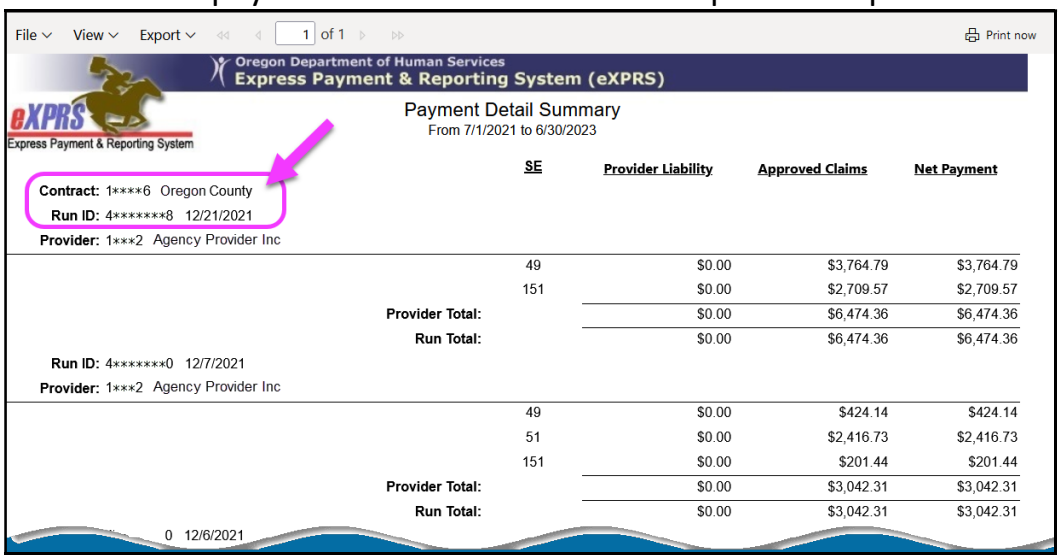
   Click **Submit** to run the report.



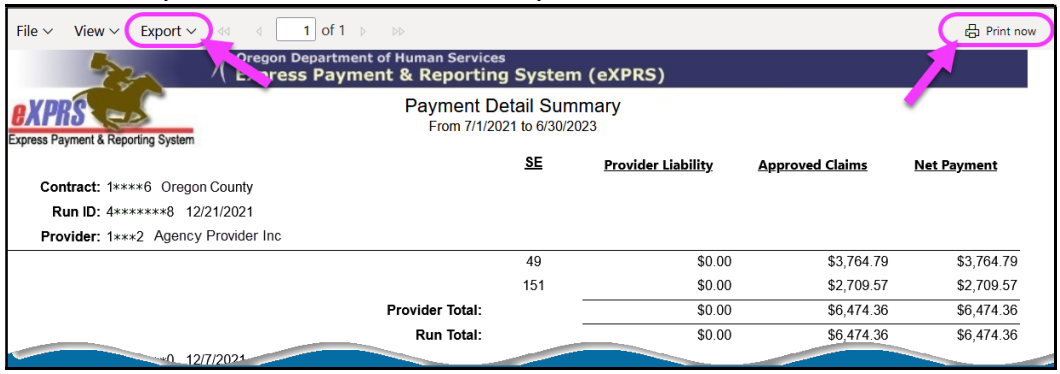
4. If payment data is available for the criteria entered, the report will return displaying the payment information.

   If you have services authorized by multiple CMEs, you'll see each payment information by CME separately for a specific SMFA **Run ID**.

   The most recent payment data will show at the top of the report.



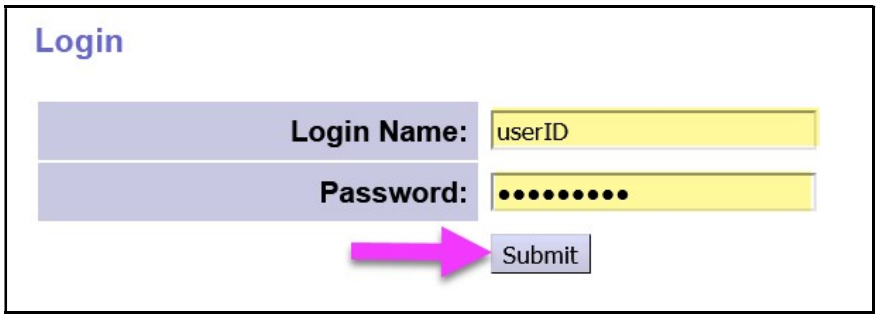
5. You can also **Export** or **Print** the report for use outside of eXPRS, as needed. Just use the options available in the report menu bar.



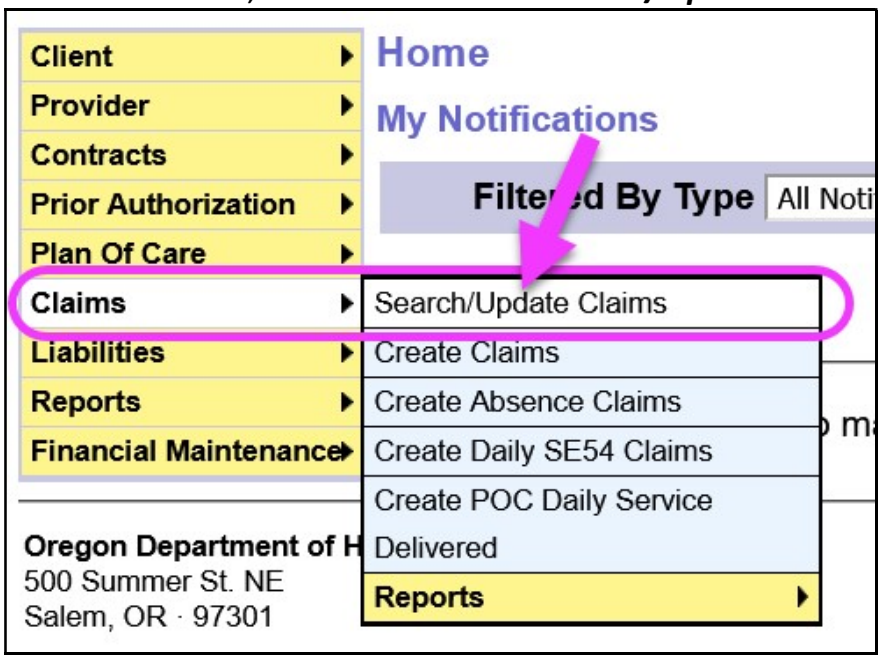
ADDENDUM A:

How to find individual claims data for a specific SFMA Run ID.

1. Log in to eXPRS.



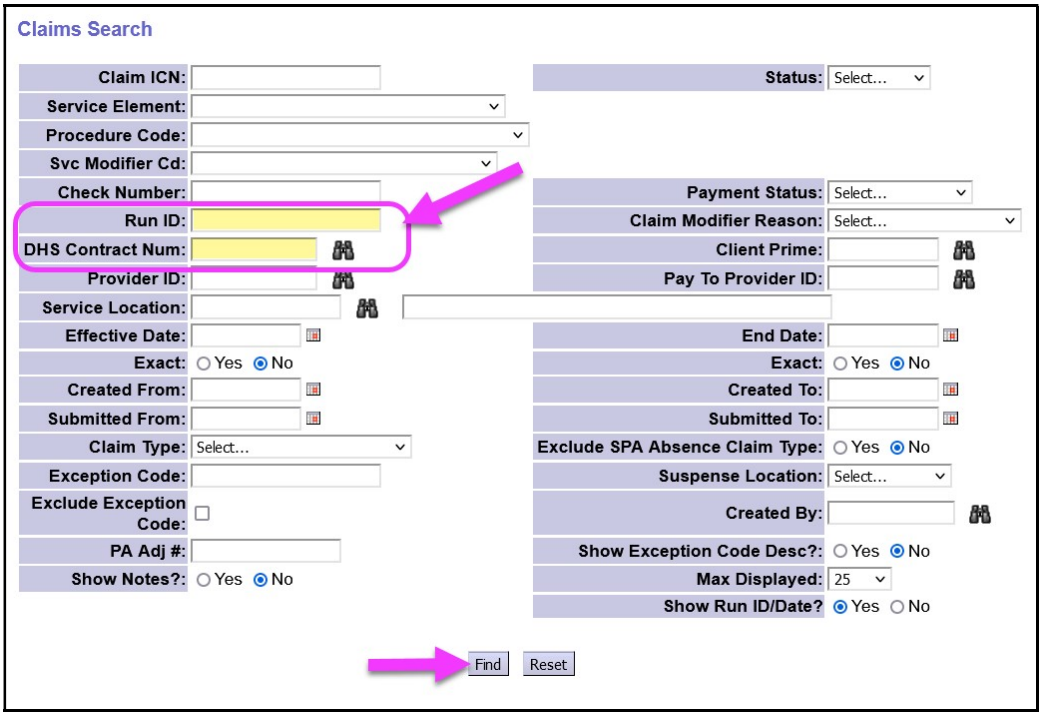
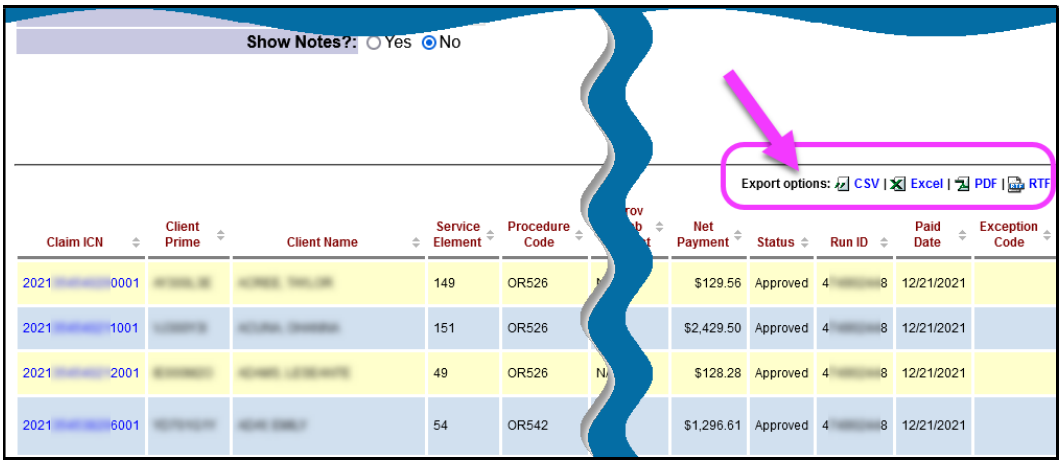
2. From the left-hand menu, click on ***Claims → Search/Update Claims***.



3. In the **Claims Search** page, enter the payment SMFA Run ID number for a payment run from the Payment Detail report in the **Run ID** field.

   If your report has payments listed as paid from multiple CMEs, you may want to include that CME's contract number in the **DHS Contract Num** field in your search criteria.

   With your search criteria entered, click **Find** . This will bring back a list of claims that were processed/paid in that payment run (for that contract, if a contract number is used).



4. When your list of claims returns, you can use the export options at the far right of the results list to export the information for use outside of eXPRS, as needed.