How to Run & Use the Remittance Advice Monthly Summary Report – CMEs
(5/8/2020)

The **Remittance Advice Monthly Summary** report is useful for CDDPs & Brokerages 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. Using this report in combination with the **RFFS Payment Detail** report should give the CDDP or Brokerage information on their payments received for a calendar month.

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 **SUBMIT**. For you as an a CDDP or Brokerage, you won't need to use any other search criteria unless you are searching for payments specific to one of your CME provider records.

Remittance Advice Monthly Report Criteria

Report is pulled by specific month only. For the criteria selected, will generate a monthly summary report of all SFMA payments made in that month in an Excel spreadsheet format.

Month:	April 2020
DHS Contract Num:	
Provider ID:	
Service Element:	All

Submit   Close

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

Opening Remittance Advice Monthly for Excel.xls   ✕

You have chosen to open:

📄 **Remittance Advice Monthly for Excel.xls**

which is: Microsoft Excel 97-2003 Worksheet
from: https://apps.state.or.us

What should Firefox do with this file?

⦿ Open with   Microsoft Excel (default)

◯ Save File

☐ Do this automatically for files like this from now on.

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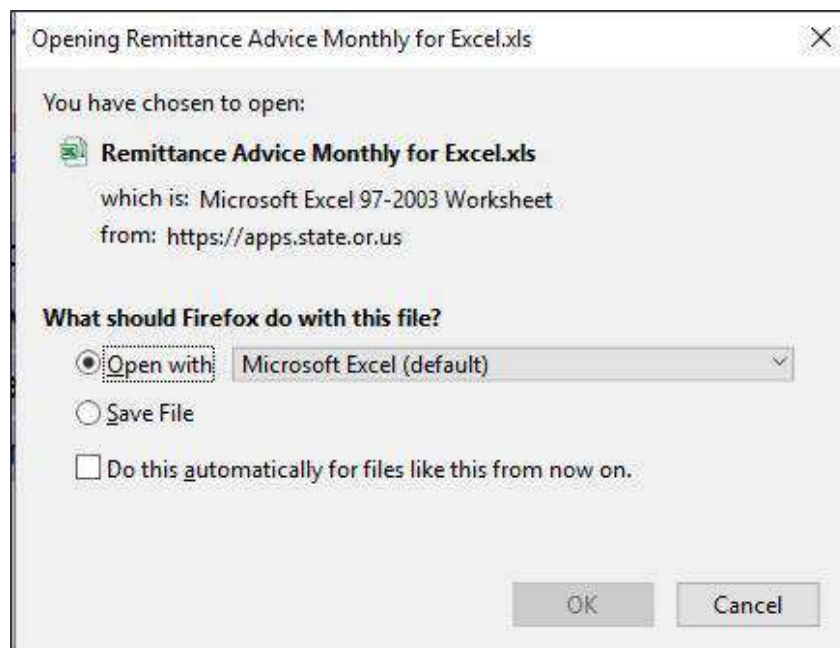
5. Once you've opened the Excel document, there are a few quick sort/filter things to do, to easily see your information.
   - Sort the list by the **Run ID**. This will give you a chronological history of payments for the month.

- Next, you will need to remove all the payment rows that are not directly paid to one of your CME's provider records. Filter the **Provider Name** column & unselect your CME provider records.

- With the CME provider records sorted out/excluded, delete the remaining payment rows for all OTHER providers from the spreadsheet.

How to Run RA Monthly Rpt-CME (v1; 5.8.20)

Resort the spreadsheet to show just the provider record lines for your CME.

- With the sorted & showing only payment rows for your CME provider records, separate the rows into separate the Run ID/Date blocks by adding a few blank rows in between them.

- 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.

How to Run RA Monthly Rpt-CME (v1; 5.8.20)

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.

You may also need to use this report in combination with the **RFFS Payment Detail** to give you a complete accounting of your payments received for a calendar month.