## ERA posting

## Open a control



## To view EFT:

Click on Electronic Remittance tab

🛐 Account Posting												
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Account Posting 🗙												
Control Totals Visits / Transactions Bulk Posting Line Posting Electronic Remittance Inbound Queue												
Control Number Control User Control Date												
Control Control Date												
16628 12/3/2019												
16740 12/3/2019												
Selected: 0												
<b>Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ </b>												
Visit ID Account Name Type Start Date End Date Bill Si	tatus Code 🔺 Diag Units Amount Payer											

ntrol Totals	⊻isits / T	ransactions	Bulk Posting Line F	Posting	Electro	onic Remittance	Inbound Qu	ieue					
:k Number	Туре	Check Date	Check Amount	Payer	Name			Contr	ol #	Payer ID	Process Date	Status	Receive Date
390476		12/12/2019	\$266.3	3 AARP :	5UPPLE	MENTAL HEALTH P	LANS INS			36273		Reset	12/10/2019 1:
749052		12/13/2019	\$47.9	6 AARP :	5UPPLE <b>I</b>	MENTAL HEALTH P	LANS INS			36273			12/11/2019 1:
217450		12/16/2019	\$111.3	1 AARP	5UPPLE	MENTAL HEALTH P	LANS INS			36273			12/12/2019 4:
51000415903		12/20/2019	\$561.4	IO AETNA						60054			12/17/2019 9:
51000415913	Р	12/20/2019	\$36,320.0	)4 aetna		Create EOR				60054			12/17/2019 9:
51000415926		12/20/2019	\$1,278.4	12 AETNA				_		20054			12/17/2019 9:
40		9/23/2019	\$156.:	1 AFFILI	Α	Process Check		•		<u>N</u> ew Control			10/12/2019 12
49		9/30/2019	\$141.:	17 AFFILI	A	<u>M</u> ark as Proces	sed			<u>Existing</u> Control			10/22/2019 10
08		10/7/2019	\$182.:	2 AFFILI	A	Reset Check				23342			10/31/2019 4:
07		10/14/2019	\$178.8	36 AFFILI	A	V. D. W	<b>F</b> (1)			28342			11/13/2019 4:
:08		10/21/2019	\$318.3	72 AFFILI	A	View Remittand	e File			23842			11/14/2019 4:
87		11/4/2019	\$374.3	77 AFFILI	A	Save Remittanc	e File			23342			12/4/2019 7:0
132		11/11/2019	\$141.6	54 AFFILI	A	Update Check I	nformation	- 1		23342			12/11/2019 11
03062		8/8/2019	\$68.9	93 Adva-1	Ve	Niew EPA Claim				341858379			10/8/2019 4:2
37338		10/7/2019	\$68.9	93 Adva-1	Ve	view ENA Claim	15	- 1		341858379			10/8/2019 9:2
40903		10/11/2019	\$137.8	36 Adva-1	Ve	S <u>e</u> t Payer ID				341858379			10/12/2019 1:
02203		11/21/2019	\$68.9	93 Adva-1	Vet					341858379			11/22/2019 9:
36858766890		12/2/2019	\$95.4	14 BLUEC	ROSS BI	LUESHIELD OF ILL	INOIS.			G00621			12/3/2019 2:1
73389		9/27/2019	\$274.0	)6 Cigna I	Health a	and Life Insurance	Company(1)			62308			10/1/2019 9:1
68497	Р	10/22/2019	\$316.0	10 Ciana I	Health a	and Life Insurance	Company(1)			62308	1		10/29/2019 9:
											1		

Click on check that you can post – **right click** and process check to new control

After you choose a new control you will go back to your control totals

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S Account Posting															
k															
	Control Totals Visits / Transactions Bulk Posting Line Posting Electronic Remittance Inbound Queue														
	Control I	Number		Control Use	<b>→</b> er	Control Date	~								
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	16628 16740	12/3/2019 12/3/2019													
				Selected: C											
H	14 44 A	► ₩ ₩ -	<b>√</b> ∶x	∩ * '* 4											
		Visit ID	Accour		Name		Туре	Start Date	End Date	Bill Status	Code	🔺 Diag	Units	Amount	Payer

Click on the control you have opened

\*\* DOUBLE CHECK TO MAKE SURE THAT YOU AMOUNT MATCHES YOUR TOTAL OF THE EFT\*\* DO NOT CLOSE IF THEY DO NOT MATCH.