

Posting Electronic Payments (835 Files)

1. From the Main Access screen, click the **Post Cash** button.
2. Select the button that specifies the payer source the 835 is for. For example, **Medicaid 835 or Medicare (A) & (B) - 835**.
3. On the Name Selection screen **Filter** for **Active, Hold** and **Inactive**.
4. **Select All** names and click **OK**.
5. Select the **835 File** that you wish to post from the network directory where it has been saved.
6. Click **Open**.
7. Enter a **Reference** if you choose.
 - If you enter a Reference, the reference you enter will be used when applying the payments.
 - If you leave the Reference blank, the reference will be populated for you by ECS with the TRN from the 835 file.
8. Select the appropriate **Date Paid**.
9. Click the **Process EF** button.
10. You will receive a log showing you all the Unprocessed Payments and the reason they were not processed. If you continue to scroll down, you will see Denied Payments, and then Processed Payments.
 - You can **Print** or **Save** the Log if needed by clicking the Print or Save icon on the log preview toolbar.
 - You can export the log if needed by returning to the actual Receipts/Adjustments screen (either click the Receipts/Adjustments tab or close the Log Preview screen). The Process EF button on the toolbar now displays **Export EF**. Click Export EF button. Select a location to save the file and a file name and click **Save**.
11. Click **Post All** once everything is reconciled.
12. Run your daily cash report to verify cash posted.

Notes:

- You can post with a discrepancy in the file. Just clear the Target Amount.
 - You may know why there is a discrepancy, and this is acceptable.
 - You may post what has matched and go back to research unprocessed/denied payments by looking at the log. Once you are finished you must tie your cash report to the remit.
- You will not be able to post additional payments manually until the remit has been posted.
- ECS will not post if the dates of service in the file do not match the dates of service on the Receipts/Adjustments screen - even if the amount matches.