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Overview of Payment Tracking Report

The Payment Tracking Report gives providers and agencies a simplified way to retrieve a snapshot of payments received, payments outstanding, and amount left to bill on a contract-by-contract basis.

The Payment Tracking Report is available for unit rate, cost reimbursement, accommodation rate, mixed contracts, and master agreements. This report will not work for contracts billing with HIPAA.

This report is run through the Reports Module in EIM/ESM and is generated using similar steps as other reports. The report can be run to display in Excel or as a PDF.

Reports > Payment Tracking Report

1. Select the Reports module.

Home Clients Case Management Billing Contracts Credentials Report Help Logout

Figure 1: Image of the EIM/ESM Modules.

From the Report page,

2. Select the [Payment Tracking Report] link.

Home Clients Case Manageme Current Location: Reports>Reports	ent Authorizations Billing Contracts Credentials Administration Repo	ort Help Logout
Reports » Report	Reports	
	ESM Reports	EIM Reports
	Client Enrolment Status Clients with Incomplete Data	Commodity Based Payment Request Payment Detai Report by Sed Days Payment Detai Report By Service Code
	Note:	Payment Tracking Report Remittance Advice by Bed Davs Remittance Advice by Service Code
	The reports are generated in Adobe PDF and Microsoft Excel format. <u>Click here to download free Acrobal Reader</u> to view PDF files. <u>Click here to download Microsoft's free Excel Viewer</u> to view Excel file.	Service Delivery Report Services Not Associated with a Claim or Have an Error

Figure 2: Image of the EIM/ESM Reports page.

- 3. Using the Filter field, type in the entire or partial Contract Number. (See example in screen capture below.) You can search for a contract using the Filter field. The wildcard (%) symbol can also be used.
- 4. Select the [Filter] button.
- 5. Select the [*Contract Number] from the drop-down menu. (The Contract Number drop-down menu will



- only display contract numbers that meet the filtered criteria.)
- 6. Optional field: Select the [Invoice/SDR Reference Number] from the drop-down menu. **

** **Note**: This field is optional and will only contain data if entered when the Invoice/SDR was in a Draft status in EIM.

- 7. Select [*Report Format]. Defaults to PDF format.
- 8. Optional field: If report results need to be emailed to recipients; select the **Email Address** field and type in the email addresses.

Note: Up to 10 email addresses can be added and each email address must be separated with a comma.

- 9. Optional field: Report Comments can be added.
- 10. Users now have options on how they can run certain reports in EIM/ESM:
 - Run Report: A report can be run and viewed during logged in session.
 - Run Report & Send Email: The selected report will be run and the results emailed to listed recipients. User can continue to use other functions of EIM/ESM while the report is being run and emailed.
 - Schedule Report: EIM/ESM allows users to choose various patterns in which a report needs to be scheduled, in order to be delivered on a later date/time.
 - The schedule type can be 'Daily', 'Weekly By Day of Week' or 'By Date of Month'.

Note: The Clear button clears all criteria on page.

Reports	Payment Tracking Report	
» Report » Search Reports	Filter:	VG123% Filter *Contract Number: Select Below 💌
» Search/Edit Schedule	Invoice/SDR Reference Number:	Select Below 💌
	*Report Format:	© PDF C Excel
	Email Address:	Note: Multiple comma separated email addresses are allowed
	Report Comments:	
		Run Report Run Report & Send Email Schedule Report Clear

Figure 3: Example of Running a Report in EIM/ESM. This image is displaying the criteria needed to run the Payment Tracking Report.

If a user selects the option of **Schedule Report** additional fields must be completed in order for the selected report to run.

- 1. Enter the Start Date or use the Calendar icon to select date.
- 2. Enter the End Date or use the Calendar icon to select date.
- 3. Select the **Pattern**: Daily, Weekly By Day of Week, or By Date of Month.
 - When Weekly By Day of Week is selected as the Pattern, the user must specify the days of the week on which they want to schedule the report to run. This field is mandatory if the Pattern selected is 'Weekly – By Day of Week'.
 - When **By Date of Month** is selected as the Pattern, the user needs to select 29, 30 or 31 from 'Date of Month' dropdown menu. Note: EIM/ESM will consider the last day of the month, if a month does not have 29, 30 or 31 days. This field is mandatory if the Pattern selected is 'By Date of Month.
- 4. Select the Save Schedule button.



yment Tracking Report											
Filter:	%ur%	% Filter *Contract Number: 99990R20150000001005 - 2015 - CT , UNIT 💌									
Invoice/SDR Reference Number:	Select Below 💌	ct Below 💌									
*Report Format:	• PDF C Exce	el									
Email Address:	VGTraining@state.r	na.us No	te: Multiple comma s	separated email addre	sses are allowed						
Report Comments:					*						
				Run Repor	Run Repo	ort & Send Email	Schedule I	Report Clear			
*Start Date:	01/12/2015				*En	d Date: 06/30/2015					
*Pattern:	C Daily @ We	eekly - By Day of W	eek C By Date o	of Month							
Weekdays:	Sunday		Monday		Tuesday		Wednesday				
	Thursday		Friday		Saturday						
Date of Month:	Select Below 💌										
Schedule Comments:											
								Save Schedule			

Figure 4: Example of Scheduling a Report to be run in EIM/ESM. This image is displaying the criteria needed to run the Payment Tracking Report.

Payment Tracking Report - Sample Output

Descent This & Descent and				1							
Track ho Report			Page Number: 1 of 1								
Report R I Date: 03/10/2010			Report Run Time: 16:31:42								
Report Last Updated:				1							
00/10/2010											
Contracting Provide r	Provider XYZ inc	Contract Number:	12345678909876543210-2010-CT]							
State Agency Name:	Age Ioy ABC	Contract Type:	COST								
State Agency Unit Code:	1234	Fitcal Year.	2010								
Acturty Code:	9676	Acturty Name:	SupportActintes	J							
A. Current Year Maximum Oblication	\$82,654.56	Last Date Amended:	06/27/2009	1							
B. Total Amount Billed (Net	\$11,160,00		•								
ofOn≴etAmo∎t;											
C. Total Amount Denied by Agency:	\$0.00										
D. Total Amount Rejected	\$0.00										
E. Total Ready Payments	\$0.00										
F. Total Amount Pati (non	\$38,173,65										
Ready Payments):	400,410.00										
yet Paki	\$5,986.44										
H. Total Payments Outskie of EIM	\$0.00										
I. Unexpended Amount (Remoleted to be Silled)	\$38,194.47										
(remaining with third).	1	•									
Billing Number	Siling Type	Billing Month	Amount Siled	Arous of Depled	Amount Releated	P RC Number	Check Number	PRC Amount	PRC Paid Dale PRC Status	CED Number CEC Amount	CEC Recoup Date CEC Status
		billing month?	LEODEC -	10 m	1000	IN TE OCTOOR DOOR DO	01010101010	1000001	CDUATION DATA	10.00	
July Subtratis	R	July	\$528564 \$528664	40.00 #0.00	\$000 \$000		0101010101A	\$5,986.6+ \$6,986.64	08/17/2009 Pald	40.00 #0.00	
July Subtotals	R	July August	4598664 4598664 4598664	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00		0101010101A	\$5,985,64 \$6,986,64 \$5,985,64	09/17/2009 Pald	40.00 \$0.00 40.00	
July Subtotals August Subtotals	R	August	4529654 4528684 45296564 4528684	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00		0101010101A 02020202028	\$5,986.64 \$6,986.64 \$5,986.64 \$6,986.64	08/17/2009 Pald 09/22/2009 Pald	40.00 \$0.00 40.00 \$0.00	
July Subtotals August Subtotals	R R	August Sep lember	4590664 4598684 4598684 4598684 4598664	¥0.00 ¥0.00 ¥0.00 ¥0.00 ¥0.00	\$000 \$0.00 \$0.00 \$0.00 \$0.00	IN TFOCTOCTOCOCCOCCOCCO IN TFOCTOCTOCOCCOCCOCCO IN TFOCTOCTOCOCCOCCOCCO	0101010101A (202222020238 (30030303030)30	\$5,986.64 \$6,988.64 \$5,986.64 \$6,988.64 \$5,986.64	08/17/2009 Pald 08/22/2009 Pald 11/03/2009 Pald	40.00 \$0.00 \$0.00 \$0.00 \$0.00	
July Subfatals August Subfatals September Subfatals	R R	August September	4598664 4598664 4598664 4598664 4598664 4598684	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	IN TFOCTOCTOCOCTOCTOCI IN TFOCTOCTOCOCTOCTOCTOC IN TFOCTOCTOCOCTOCTOCTOC	0101010101A (202020202028 (30303030303)	\$598554 \$698884 \$598554 \$698884 \$598554 \$598554 \$698884	08/17/2009 Palvi 08/22/2009 Palvi 11/03/2009 Palvi	40.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
July Subitials August Subitials September Subitials	R R R	August August Seplember Ockber	459664 4586844 4586844 458684 458684 458684 458684 484684	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$000 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	IN TFOCTOCTOCTOCTCO IN TFOCTOCTOCTCO IN TFOCTOCTOCTCO IN TFOCTOCTOCTCOCTCO	010101010101A CE02CECE028 CR03CR03D3C3 0404040404040	\$5585.54 \$5585.54 \$5585.54 \$5585.54 \$5585.54 \$5585.54 \$558.64 \$558.64 \$3,415.45	08/17/2009 Pal4 08/22/2009 Pal4 11/03/2009 Pal4 01/12/2010 Pal4	40.00 40.00 40.00 40.00 40.00 40.00 40.00	
July Subibilis August Subibilis September Subibilis Colo ber Subibilis	R R R R	August August September October	4590664 4590664 4590664 4590664 4590664 4590664 4598684 4201645 4201645 4201645	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$000 \$000 \$000 \$000 \$000 \$000 \$000	IN TFOCTOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCO	010101010101A (20020202028 (30030303030 04040404040	\$5595.54 \$6988.04 \$5595.54 \$6988.04 \$5595.54 \$6988.04 \$6988.04 \$8,416.45 \$8,418.45 \$595.54	08/17/2009 Paid 08/22/2009 Paid 11/03/2009 Paid 01/12/2010 Paid	40.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
july Oubthis August Oubthis Beptember Oubthis Gotber Oubthis November Subthis	R R R R	August August September October November	459664 459864 459864 459864 459864 459864 459864 4598664 4598664 4598664	40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00	\$000 \$000 \$000 \$000 \$000 \$000 \$000 \$00	IN TFOCTOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCOCO IN TFOCTOCOCOCOCOCOCOCO	01010101014 (2002/2020/2026 (2003/2020/2026) (2003/2020/2026) (2005/2026/2026)	\$5,986.64 \$6,988.64 \$5,986.64 \$5,986.64 \$5,986.64 \$5,986.64 \$8,988.84 \$8,418.45 \$5,986.64 \$5,986.64	08/17/2009 Paid 09/22/2009 Paid 11/03/2009 Paid 01/12/2010 Paid 01/12/2010 Paid	40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00	
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Uniy Subithis Angust Subithis Baptamber Subithis Dother Subithis November Subithis December Subithis	R R R R	Ary Agust Agust Depember Ockher Kotenber	4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 4590664 45110664 45110664 45110664 45110666 451106666 4511066666 4511066666 4511066666666666666666666666666666666666	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	и ттостостосостостосто и ттостостосостостосто и ттостостосостосостос и ттостостосостосостось и ттостостосостосостось и ттостостосостостостося	01010101014 02030303033 03030303030 04040404040 0505050505E 0505050505E	\$5,985,64 \$5,988,84 \$5,986,84 \$5,986,84 \$5,986,84 \$5,986,84 \$6,986,84	08111200 Paid 08121200 Paid 11032009 Paid 01122010 Paid 01122010 Paid 011222010 Paid	40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00	
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July Subbhis August Subbhis Baptamber Subbhis Sobher Subbhis November Subbhis December Subbhis Danuary Subbhis Danuary Subbhis Edecard Answart Subbhis Grand Tobis	R R R R R	Ary Argust Captember Captember Nozenber De zenber January	459664 459864 459864 459864 459864 459864 459864 459864 451064 451064 451064 451064 451064 451064 451064 451064 451064 450864	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	4000 400 4000 4		01010101014 0202020203 0303003030 04040404040 0505050505E 0505050505E	45,596,64 \$6,98,0,64 45,596,64 \$5,596,64 \$5,596,64 \$5,596,64 \$6,98,0,04 \$5,596,64 \$6,88,04 \$5,596,54 \$6,510,64	081112009 Paid 081222009 Paid 11.032209 Paid 01/132010 Paid 01/132010 Paid 01/232010 Paid 01/232010 Paid PRC Submited	40.00 40	
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Figure 5: Image of the Payment Tracking Report - Sample Output

Understanding the Payment Tracking Report

How do I read the report – Top of Report?

The top half of the report contains contract information from the Contract Summary page in EIM. Information includes: Contracting Provider, Contract Number, State Agency Name, Contract Type, State Agency Unit Code, Fiscal Year, Activity Code, and Activity Name.

Important. This portion of the report will *always* display contract-wide, fiscal-year-to-date values, regardless of the date range selected when generating the report.

Report Key:

(A) Current Year Maximum Obligation: Total value of the contract at the time the report was run. Date the Max Ob was last changed is reflected in "Last Date Amended" field.

(B) Total Amount Billed (Net of Offset Amount): Sum of claimed amount on all invoices/SDRs in a status "Authorized" and beyond. Offset amounts are deducted.

(C) Total Amount Denied by Agency: Claimed amount of all invoices/SDRs that were denied by the state agency.

(D) Total Amount Rejected During Processing: Claimed amount of all invoices/services that were rejected during the system adjudication process.

(E) Total Ready Payments Paid: Sum of all ready pay PRCs in 'Paid' status.

(F) Total Amount Paid (non Ready Payments): Sum of all PRCs/CECs in 'Paid' or 'Recoup' status that are not for ready payments.

(G) Total Amount Billed not yet Paid: Represents value of payments owed to the provider. Derived mathematically.

(H) Total Payments Outside of EIM: Sum of transactions that were paid manually and brought into EIM via the MMARS Transaction Ledger.

(I) Unexpended Amount (Remaining to be Billed): Amount remaining to be billed as reflected in the 'Unexpended Amount' in the contract summary screen.

Recalculate – An additional adjudication attempt has occurred.

Rate Adj - An increase or decrease in the rate has occurred.

Payment Tracking Report - Sample Output Top Half of Report

Report Title: Payment Tracking Report			Page Number: 1 of 1
Report Run Date: 03/10/2010			Report Run Time: 16:31:42
Report Last Updated: 03/10/2010			
Contracting Provider:	Provider XYZ Inc	Contract Number:	12345678909876543210 - 2010 - CT
State Agency Name:	Agency ABC	Contract Type:	COST
State Agency Unit Code:	1234	Fiscal Year:	2010
Activity Code:	9876	Activity Name:	Support Activities
A. Current Year Maximum Obligation:	\$82,654.56	Last Date Amended:	06/27/2009
B. Total Amount Billed (Net of Offset Amount):	\$44,460.09		
C. Total Amount Denied by Agency:	\$0.00		
D. Total Amount Rejected During Processing:	\$0.00		
E. Total Ready Payments Paid:	\$0.00		
F. Total Amount Paid (non Ready Payments):	\$38,473.65		
G. Total Amount Billed not yet Paid:	\$5,986.44		
H. Total Payments Outside of EIM:	\$0.00		
I. Unexpended Amount (Remaining to be Billed):	\$38,194.47		

Figure 6: Image of the Payment Tracking Report - Sample Output

How do I read the report – Bottom of Report?

The bottom half of the report contains the payment details for the contract selected. This section of the report displays all PRCs and CECs associated with the contract by month, including Ready Payments, readjudications, and rate changes.

If SDRs and/or invoices are not associated to PRCs/CECs at the time the report is run, they will be labeled as 'Billing In Progress.'

This section of the report indicates the amount of any services that rejected or were denied by the agency, and any payments that were made outside of EIM and brought in using the Ledger. All information displays by sub-total for each month. There is also a 'Grand Totals' field that calculates based on the monthly sub-totals.

Payment Tracking Report - Sample Output Bottom Half of Report

Billing Number	Billing Type	Billing Month	Amount Billed	Amount Denied	Arnount Rejected	PRC Number	Check Number	PRC Amount	PRC Paid Date PRC Status	CEC Number CEC Amount	CEC Recoup Date	CEC Status
	R	July	\$5,986.64	\$0.00	\$0.00	INTF000000000000000000000000000000000000	0101010101A	\$5,986.64	08/17/2009 Paid	\$0.00		
July Subtotals			\$5,986.64	\$0.00	\$0.00			\$5,986.64		\$0.00		
	R	August	\$5,986.64	\$0.00	\$0.00	INTF0000000000000002	0202020202B	\$5,986.64	09/22/2009 Paid	\$0.00		
August Subtotals			\$5,986.64	\$0.00	\$0.00			\$5,986.64		\$0.00		
	R	September	\$5,986.64	\$0.00	\$0.00	INTF000000000000000000000000000000000000	0303030303C	\$5,986.64	11/03/2009 Paid	\$0.00		
September Subtotals			\$5,986.64	\$0.00	\$0.00			\$5,986.64		\$0.00		
	R	October	\$8,416.45	\$0.00	\$0.00	INTF00000000000000004	0404040404D	\$8,416.45	01/12/2010 Paid	\$0.00		
October Subtotals			\$8,416.45	\$0.00	\$0.00			\$8,416.45		\$0.00		
	R	November	\$5,986.64	\$0.00	\$0.00	INTF000000000000005	0505050505E	\$5,986.64	01/19/2010 Paid	\$0.00		
November Subtotals			\$5,986.64	\$0.00	\$0.00			\$5,986.64		\$0.00		
	R	December	\$6,110.64	\$0.00	\$0.00	INTF0000000000000006	0606060606F	\$6,110.64	01/26/2010 Paid	\$0.00		
December Subtotals			\$6,110.64	\$0.00	\$0.00			\$6,110.64		\$0.00		
	R	January	\$5,986.44	\$0.00	\$0.00	INTF000000000000007		\$5,986.44	PRC Submitted	\$0.00		
January Subtotals			\$5,986.44	\$0.00	\$0.00			\$5,986.44		\$0.00		
Ledgered Amount Subtot	ls		\$0.00	\$0.00	\$0.00			\$0.00		\$0.00		
Grand Totals			\$44,460.09	\$0.00	\$0.00			\$44,460.09		\$0.00		

Figure 7: Image of the Payment Tracking Report - Sample Output

Information Regarding Payment Tracking Report

• For the report to be the most useful, it should be run by contract number, not by SDR/Invoice Number. It is recommended that the report be run by contract number since the contract balances, and other amounts that display at the top of the report are pulled from the Contract Summary Page (which displays



the most current amounts.)

- For example, if you ran the report by SDR/Invoice Number, the bottom of the report would display the details by SDR/Invoice Number, but the balances at the top of the report would be the year-to-date balances of the contract.
- SDRs and invoices are referenced on this report only if they are associated with a PRC or CEC. If SDRs/Invoices are not yet associated to a PRC or CEC they will display as 'Billing in Progress.' This is so the top portion of the report (pulling information from the Contract Summary Page) and the bottom portion of the report (documents already associated to PRCs/CECs) will match.

Denials:

- Partial denials show in the 'Amount Denied' column. For example, an SDR is submitted for \$500. The SDR has 2 clients: \$275 for Client 1 and \$225.00 for Client 2, and the Agency denies Client 1. The PRC Number column will reference \$225, and the Amount Denied column will reference \$275. Users are able to 'track' the \$500 that was submitted on the SDR.
- Full denials do not display on the report. For example, an SDR is submitted for \$500 and the Agency denies both clients. No PRC will generate in EIM. Therefore, the \$500 will not show on the report because adjudication never occurred because the agency denied both clients.

• Rejections:

- Partial rejections that take place during adjudication show on the report in the 'Amount Rejected during Processing' column. For example, if an SDR is submitted for \$500. The SDR has 2 clients: \$175 for Client 1 and \$325 for Client 2. \$175 passes, but \$325 rejects because the contract ran out of funds. The \$325 will reject and show in the 'Amount Rejected during Processing' column. Users are able to 'track' the \$500 that was submitted on the SDR.
- Full rejections (all services rejected during adjudication) do not appear on this report.
- EIM/ESM only allows one SDR or Invoice per PRC/CEC. When running this report, there may be instances when a PRC/CEC will have multiple SDRs or Invoices associated to them. In those cases, the same PRC or CEC document numbers will appear on the report for multiple months. Any PRCs/CECs that generated after November 2009 will only display once on this report.
- Please be aware that due to the amount of data that is being pulled for this report, the Payment Tracking Report may take several minutes to successfully generate.

Questions or need assistance? Call Virtual Gateway Customer Service 1-800-421-0938 (617-988-3301 - TTY for the deaf and hard of hearing) 8:30 am to 5:00 pm Monday through Friday