PPAZ ERA Downloading and Importing Instructions

ERA Downloading

1. Log into Navicure
2. Expand the “Files” workgroup
3. Select “Download” tab
4. Sort by the “File Type” header
   1. RA Data Report is the readable file
   2. Electronic Remittance Advice is the 835 file to auto posting into NextGen
5. Select each record separately (File Type and Payer)
   1. Status column will be “NEW”
6. Select “Download”

A pop up screen will appear. Click and select “Download File”

1. Select “Save” on Share> 1\_PMG> Remits> Then select the respective payer folder to save at.
2. The above download procedures of #5 through #8 should be repeated until all of the ERA and RA files have been downloaded into the share drive.
3. Especially during last week of the month, ensure that check/EFT date is for the current month and not the following month per the screen shot below. The following month check/EFT should not be posted in the current month.
4. Open “End of Month Cash Reconciliation” Excel worksheet located on the shared drive.
5. EFTs are emailed by Finance and posted into the worksheet and paper checks are posted from the daily deposit slips. The payments are posted into “EFT Amt” column with corresponding date.
6. The ERAs are downloaded from Navicure and posted into “ERA Amt” column with corresponding date. Once the ERA and EFT amount matches then the ERA can be imported into NextGen.

ERA Importing into NextGen

1. In NextGen select Files> Processes> ERA Postings
2. Under File Import select the folder to import the file from (importable file extension is .835).
3. Select “Import”
4. Then the ERA Import Posting Report will populate.
5. Print the report for reference
6. Open the “Batch Posting” screen and the batches have been automatically generated from the ERA import.
7. You can select the batch and right click and select “Ledger” to view the auto posting in “Payment Entry” screen.
8. Ensure that NextGen payment batch total equals the ERA payment total.
   1. NextGen batch can be deleted and re-imported prior to posting the batch.
9. Balance and post the batches if everything reconciles.
10. Open “Batch Posting Review” report under Memorized reports in NextGen.
11. Under Filter 2 enter the batch description as screen shot below
12. Then run the report to generate Batch Posting report to review auto posting against the ERA.