Menus	Add/Edit Data	Eligibility	Enter/Edit Services	Billing Output	Receipts Reports Custom Reports
					Print Remit Checkoff
					Read 277CA file
					Import 835 File
					Add Manual Payments
					Correct Rejected Items
					Add/Edit Adjustments
					Void A Claim
					Print Cash Report
					Unpaid Claim Report
					Utility-Purge Remittance

Go to the Receipts tab and choose Import 835 File

Hit Select CSV File to Process:

🐲 835 Receipt Select	ion	×
	Select CSV File to Process	
Proces	ss Apply Cancel	
		li.

Find the location/folder you placed your 835 file and select it

## **Click Process**

The system will ask if this is the correct file you want to process.

If it is, click yes

Your 835 report will appear on the screen. You can save it by clicking the Export Report symbol on the far upper left corner of the screen.

**X** out of the page and click Apply.

🌼 835 Receipt Selectio	n	x
	Select CSV File to Process	
Proces	s Apply Cancel	

This will apply all of the payments and rejections in the database.

**\*NOTE**: After you apply your 835, any rejected claims will appear in Correct Rejected Items under the error code listed on this report.

**\*NOTE:** It is important to import and apply the 835 file so that reporting is accurate and current.