

Print the Office Error Report

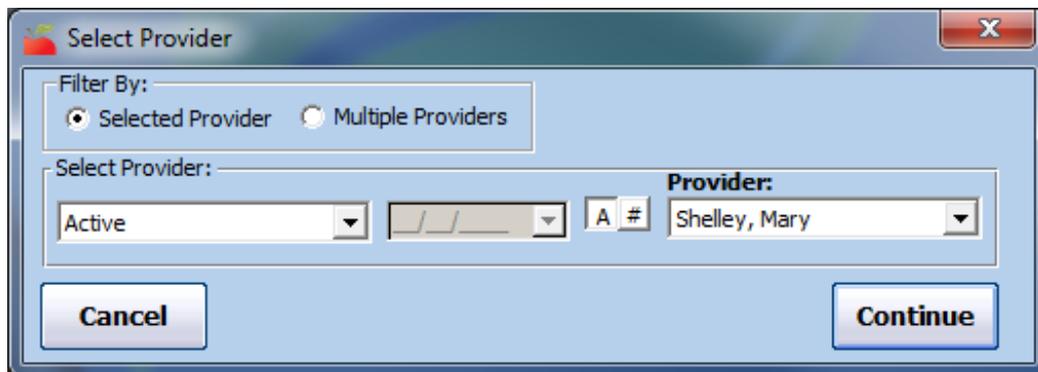
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The Office Error report prints when you process claims. It provides a quick claim overview and lists specific errors that occurred when processing the claim. You can also print this report at a later time from the Reports menu or from the Claim Details window. If you need to print this report for a batch of providers, you can also print it with the **Print Provider Claim Reports** function.

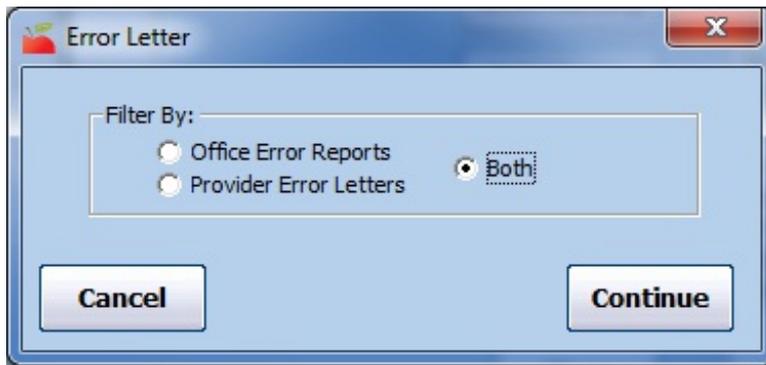
For detailed information about errors that may appear on this report, see **Error Codes** .

To print this report from the Reports menu:

1. Click the **Reports** menu, select **Claim Data**, and click **Claim Error Report** or **Claim Error Report - Long Version**. The Select Provider dialog box opens.
2. Click the **Provider** drop-down menu and select the provider for whom to print the report.



3. Click **Continue**. The Select Claim Month drop-down menu opens.
4. Click the **Select Claim Month** drop-down menu and select the claim month for which to print the report. The Error Letter dialog box opens.



5. Select **Office Error Reports**. If you also need to print the Provider Error Letter, select **Both**.
6. Click **Continue**. The report is generated.

To print this report from the Claim Details window:

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. Click the **Claim Month** drop-down menu and select the claim month to view. You can also filter to specific providers, if needed. For more information, see [List Claims](#) .
3. Click **Refresh List**.
4. Click **Details** next to the claim to view. The Claim Details window opens.
5. Click **Claim Errors** (to the right). The Choose Letter Format dialog box opens.

Claim Details - Claim Mode (Single Claim)

Provider: Cordova, Anna 001239
 Status: Current Tier 2 Lo
 Claim Source: Scannable Forms - Sponsor

Claim Month in View: 11/18
 Submission in View: Current
 Processed Date: 12/06/2018
 Payment Date: Not Paid

	Tier 1	Tier 2	Totals
Breakfast:	0	3	3
AM Snack:	0	0	0
Lunch:	0	0	0
PM Snack:	0	0	0
Dinner:	0	0	0
Evening Snack:	0	0	0
Attendance:	0	3	3
Participated:	0	1	1
Total Federal \$:	0.00	1.44	1.44
Total State \$:	0.00	0.27	0.27
Total Amount \$:	0.00	1.71	1.71

Days Attend:

Buttons: Adjust Claim, Holds, Meal History, **Claim Errors**, Meal Counts, Delete Claim, Close

6. Select **Short Version** or **Long Version**.
7. Click **Continue**. The Error Letter dialog box opens.
8. Select **Office Error Report**. If you also need to print the Provider Error Letter, select **Both**.
9. Click **Continue**. The report is generated.

Note: You can also click **Print OER** in the List Claims window to print this report.