

# Print the Office Error Report (OER)

Last Modified on 05/27/2020 10:49 am CDT

You can view and print the Office Error Report from the Reports menu or the List Claims window once you've processed claims.

## Printing the OER from the Reports Menu

1. Click the **Reports** menu, **Claims**, and select **Office Error Report**.
2. Click the **Month** drop-down menu and select the month for which to print the report.
3. Select the **Selected Center** option or the **All Active Centers** option.
4. Click **Run Report**.

## Printing the OER from the List Claims Screen

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. In the **Center** section, select **Selected Center** or **All Centers**.
3. In the **Month** section, click the **Selected Month** option and select the month, or select the **All Months** option.
4. Click **Refresh Display**.
5. Click **View** in the Details column next to the claim. The Manage Claim Details window opens.
6. Click **Office Error Report**.

**Manage Claim Details**

Kain's Little Bunch 1337

Claim Month: January 2019 License: Center

Claim Source: WebCX - Attendance Date Paid: Not Yet Paid

Date Submitted: Not Yet Submitted

**Claim Totals**

Total Amount	\$16.75
Admin Amount	\$0.00

**Claim Rates**

Free:	50.00 %
Reduced:	16.67 %
Paid:	33.33 %

	Free	Reduced	Paid	Totals
Breakfast:	7	2	4	13
AM Snack:	0	0	0	0
Lunch:	0	0	0	0
PM Snack:	0	0	0	0
Dinner:	0	0	0	0
EV Snack:	0	0	0	0

Participated: 3 1 2 6

Total Attendance: 13 Days Claimed: 3 ADA: 5

Date Processed: 1/29/2019 11:38 PM

**Office Error Report**

Attendance Detail  
Served Meals  
Paid Served Meals  
Review Attendance  
Review Menus  
Disallow Meals  
Adjust Claim Counts

Delete Claim Reprocess Close