Payment Extract Report

Objective

To identify all claims that have an open unvoided payment. The Report may include any and all claims where a full or partial payment have been made.

1. To run the **Payment Extract** report, log into Trust Online and click on the **Reports** tab.

| Summary | Claim Search | Feedback | New Claim | Conversion | User Accounts | Manage Access | Profile | Reports | Notifications |

Summary

2. This will direct you to the **Reports** page which displays a list of pre-formatted reports in which everyone in **your** firm has access to. Click on the **Payment Extract** report to begin the process.

Reports

Please click on the report or extract you would like to create:

Deficiency Report

Place In Queue Report

Claim Status by Trust

Payment Extract

Claims Under Edit

Enhanced Conversion Extract
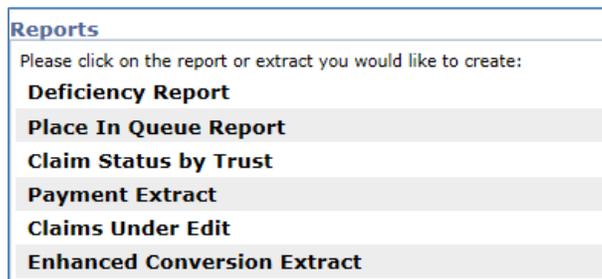
3. After clicking on this report, a new page will be displayed with a number of criteria to select from. First select the **Trust** from the trust drop-down. You may only select one Trust at a time.

Trust:	USG ▾
Firm:	Acme Law (Law Acme) ▾
Attorney:	All ▾
Start Date:	
End Date:	
Export Type:	Export to CSV ▾
Export	

4. Next, select any of the **Attorney**(s) from the drop-down box or select **All** to run a report for all attorneys.

Trust:	USG ▾
Firm:	Acme Law (Law Acme) ▾
Attorney:	All ▾
	All
Start Date:	SMITH, JOHN
End Date:	Smith, Robert
Export Type:	Export to CSV ▾
Export	

5. Next, specify the Report Dates for the payments by entering the **Start Date** and the **End Date** in the appropriate date fields. The start and end dates are inclusive and any payments made on these dates will be included in the report.

Trust:	USG ⌄
Firm:	Acme Law (Law Acme) ⌄
Attorney:	All ⌄
Start Date:	12/1/2020
End Date:	12/31/2020
Export Type:	Export to CSV ⌄
Export	

6. Next, specify the **Output Type** from the drop-down box. The option selected will mainly depend upon your reporting requirements. To view the data in a readable formatted report, you may select **PDF** or **EXCEL** types. The PDF version may be preferable when printing the formatted report. For data in a spreadsheet format with simple column headings, select the **CSV** type.

Trust:	USG ⌄
Firm:	Acme Law (Law Acme) ⌄
Attorney:	All ⌄
Start Date:	12/1/2020
End Date:	12/31/2020
Export Type:	Export to CSV ⌄
Export	Export to CSV
	Export to Excel
	Export to Pdf

7. After selecting the Output Type, click on the **Export** button, a file will open with the following data: Trust, Firm Name, Attorney Last Name, Attorney First Name, Attorney Middle Initial, Claim Number, SSN (Last 4 SSN), Claimant Last Name, Claimant First Name, Claimant Middle Initial, Payment Date, Principal Amount, Sequence Adjustment Amount and Firm File Number.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Trust	Firm Name	Attorney Last Name	Attorney First Name	Attorney Middle Initial	Claim Number	SSN	Claimant Last Name	Claimant First Name	Claimant Middle Initial	Payment Date	Principal Amount	Sequence Adjustment Amount	Firm File Number
2	USG	Acme Law	Smith	Robert		6531758	*****7513	lee	kee		12/14/2020	803.23	16.55	

Excel/CSV Format

Trust	Firm Name	Attorney Last Name	Attorney First Name	Attorney Middle Initial	Claim Number	SSN	Claimant Last Name	Claimant First Name	Claimant Middle Initial	Payment Date	Principal Amount	Sequence Adjustment Amount	Firm File Number
USG	Acme Law	Smith	Robert		6531758	*****7513	lee	kee		12/14/2020	803.23	16.55	

PDF Format

8. For additional information on the payments provided in the Payment Extract Report, the user may proceed to the Notifications page for the USG Trust and open the report dated for 12/14/2020 as in the image above.

Firm Notifications

Start			End			Search					

Save To File | Show All < 1 to 15 of 96 >

Document	Type	Attorney	Report Date	Notified Date	Comment	Trust	Source Firm	Printed Status	
10264650	Payment Notification		12/14/2020	1/7/2021	Payment Notification	USG	Acme Law	**Mark Printed**	View In Excel

9. This Payment Notifications report will provide additional information concerning the Check Number/ACH Wire Transfer Number, Process Option and Payment Type.

ACH # W5000016 from United States Gypsum Asbestos Personal Injury Settlement Trust is for payment of the following claim(s):

Claim #	Injured Party	SSN	Personal Rep if deceased	Payment	Process	Type
6531758	kee lee	*****7513		$803.23	Expedited	Standard Payment
6531758	kee lee	*****7513		$16.55	Expedited	Sequencing Adjustment
	Total:	1 Claim(s)		$819.78		

If you have any further questions, please contact the Trust at (800) 708-8925.

We hope that with this useful bit of information as well as other resources available through Trust Online, we can better help you manage your claims inventory and its current progression through the system.