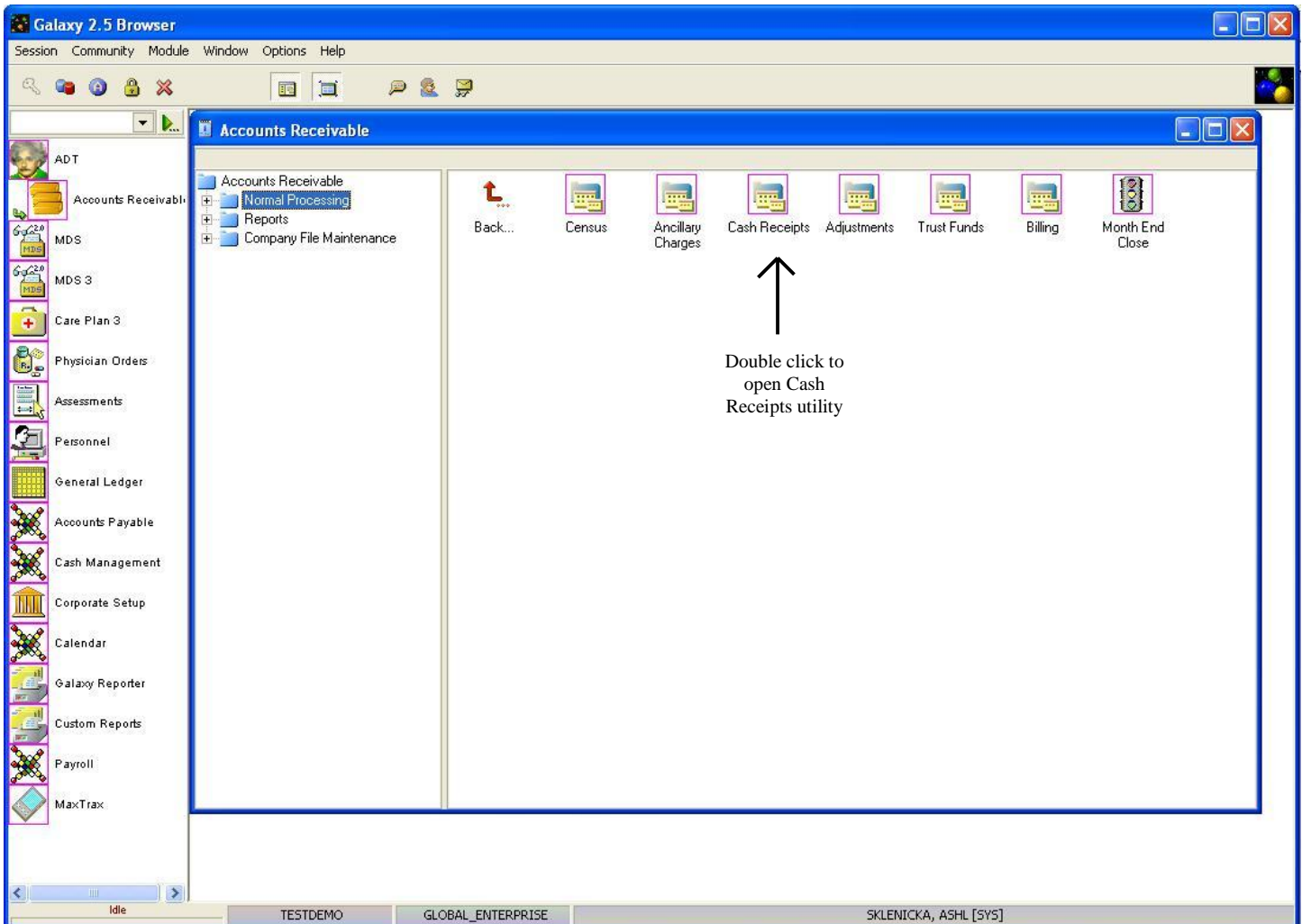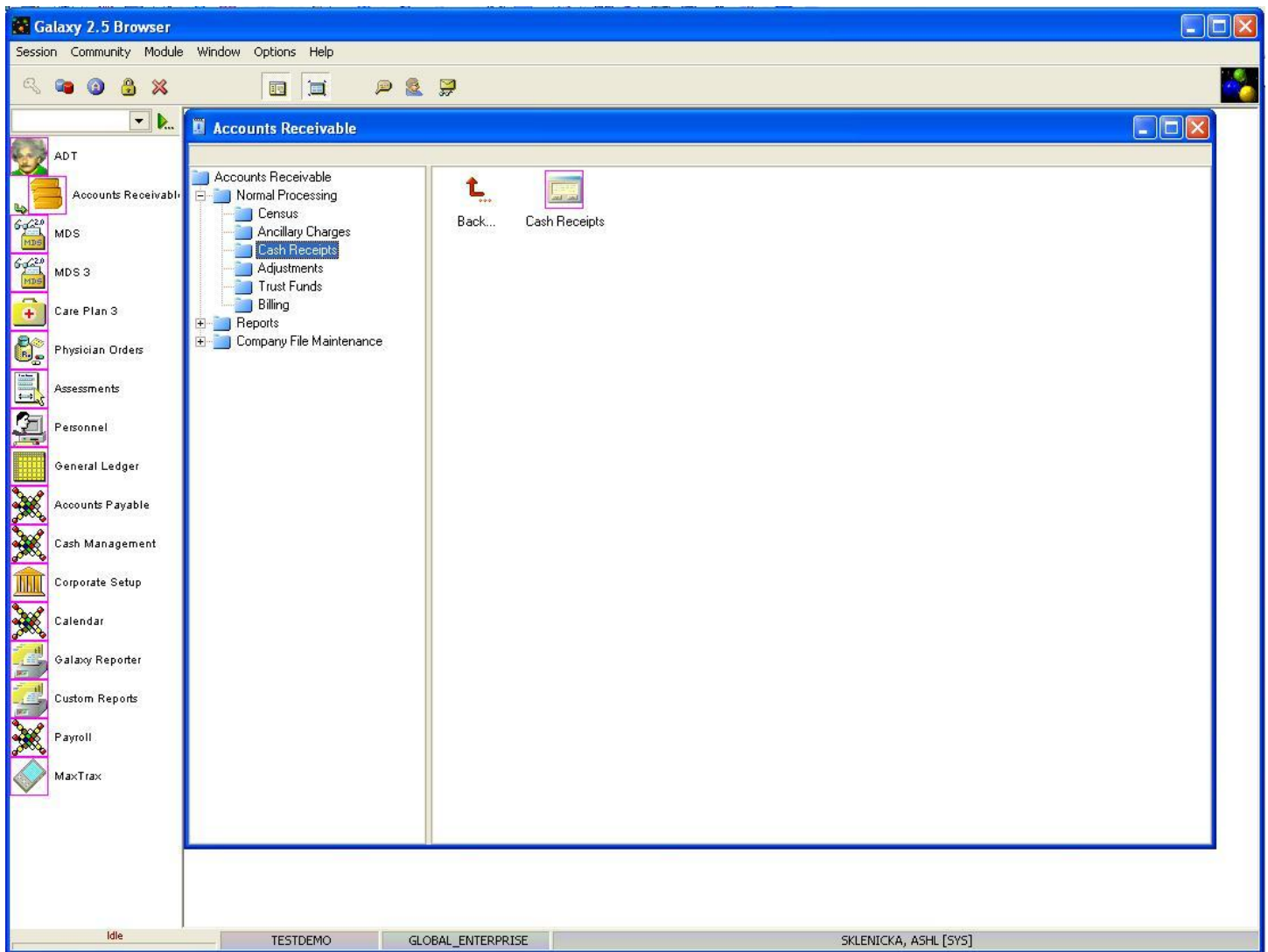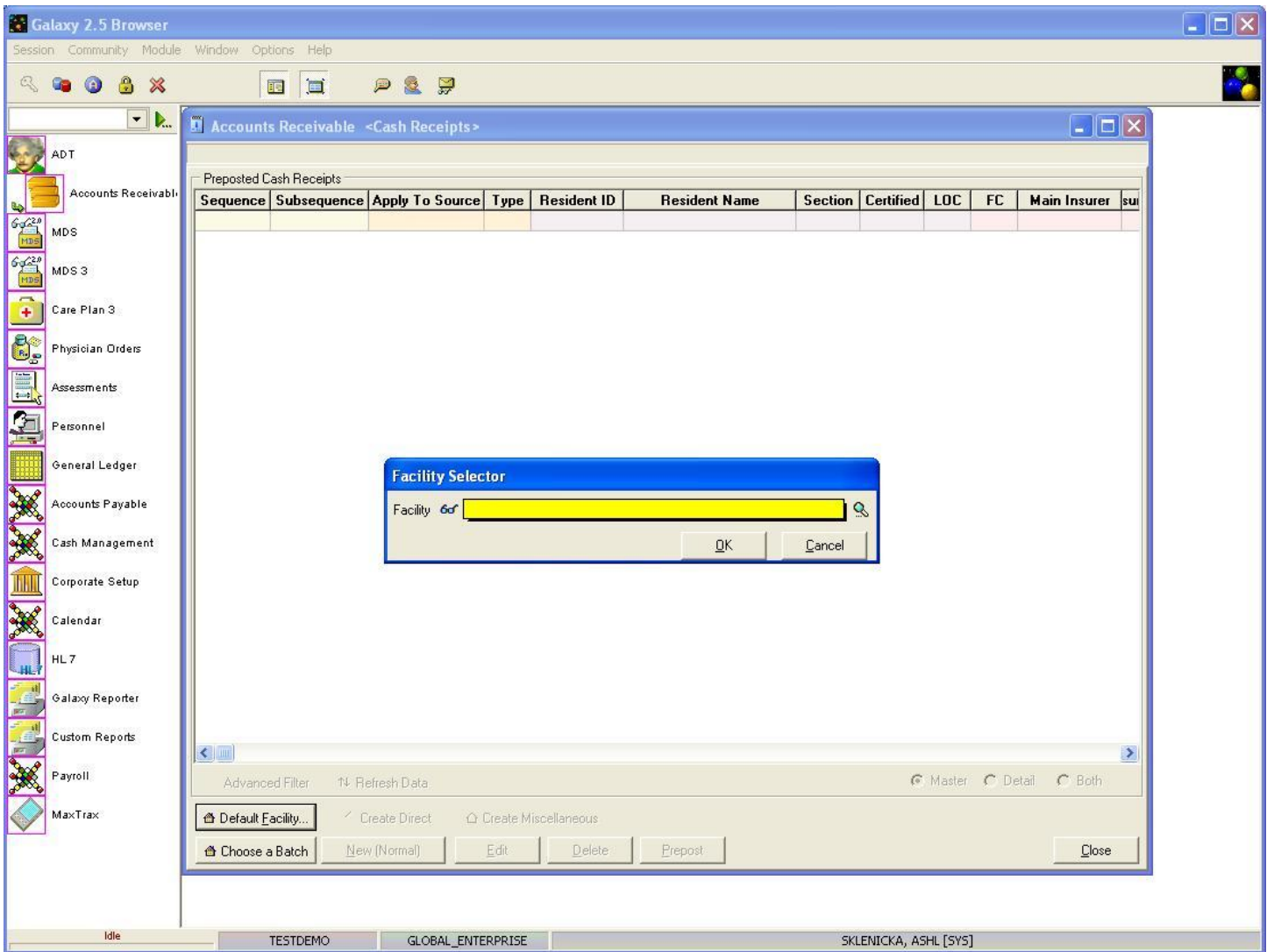Focusing on just the **Cash Receipts** icon, double click on **Cash Receipts** in the main screen of **Normal Processing** to open the **Cash Receipts** utility.

After double clicking on the **Cash Receipts** icon you should see the screen below.
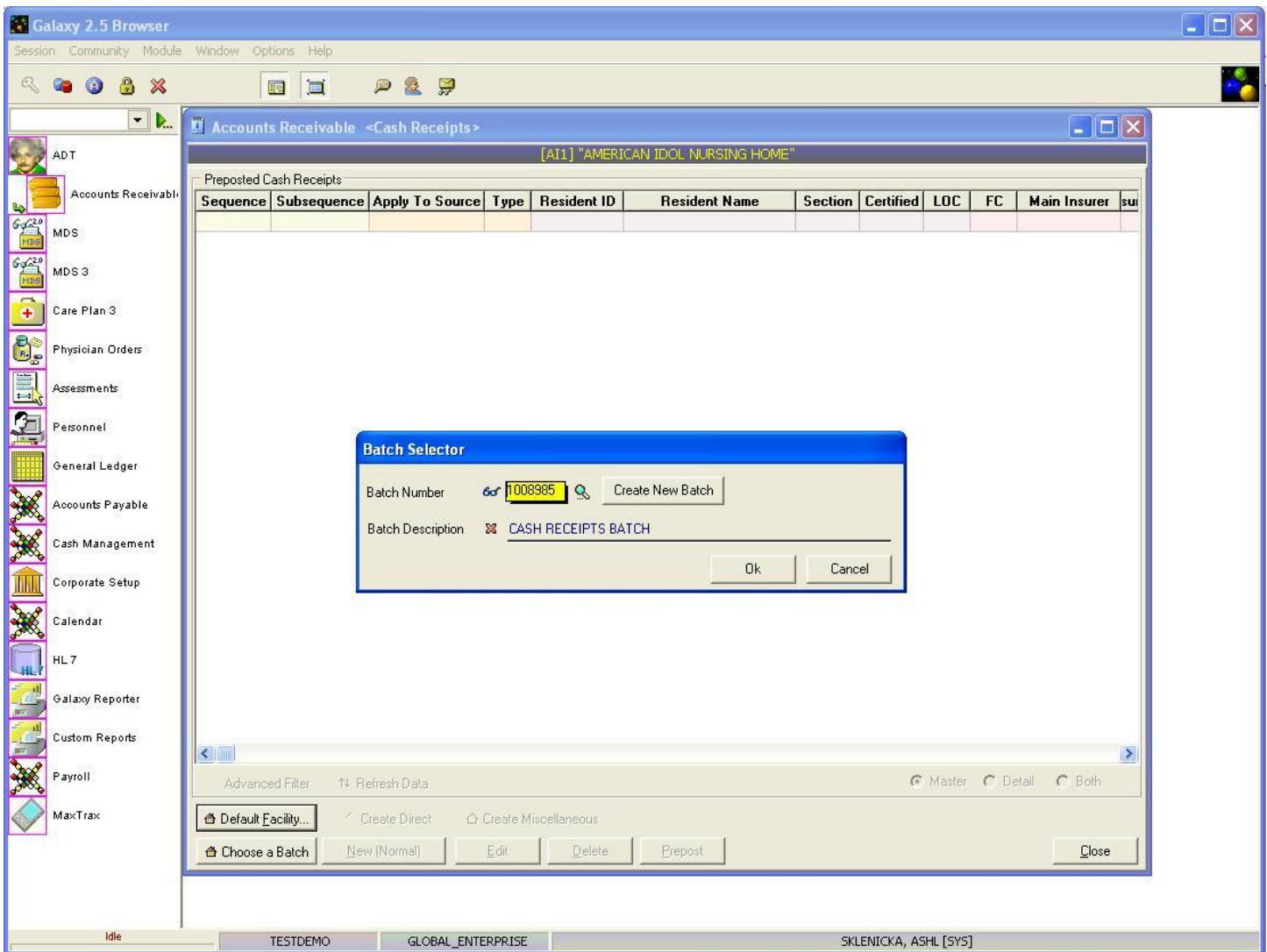
Double click on the **Cash Receipts** icon again to open up this sub-utility.

The **Facility Selector** is where you use the magnifying glass to locate and select the facility you need if your facility is a part of an enterprise that has other facilities using the Galaxy system. NOTE: if your facility is not a part of an enterprise using the Galaxy system, your screen will automatically load *(see next screen)*.

- **Facility –** select your facility by using the magnifying glass. NOTE: Some facility names will default in here automatically; this is used when companies are a part of an enterprise and have more than one facility using the Galaxy software.

After double clicking on the **Cash Receipts** icon, the screen above will load. The **Batch Selector** is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass to pull up the drop down menu. Here you see the following options:

- **Create New Batch –** used when you need to create a new batch
- **Batch Description –** type in a description that identifies what the batch is. Example: October's Medicaid, or November Private Pay

Once you have selected the batch from the drop down menu or created a new batch, press the **ok** button to move forward.
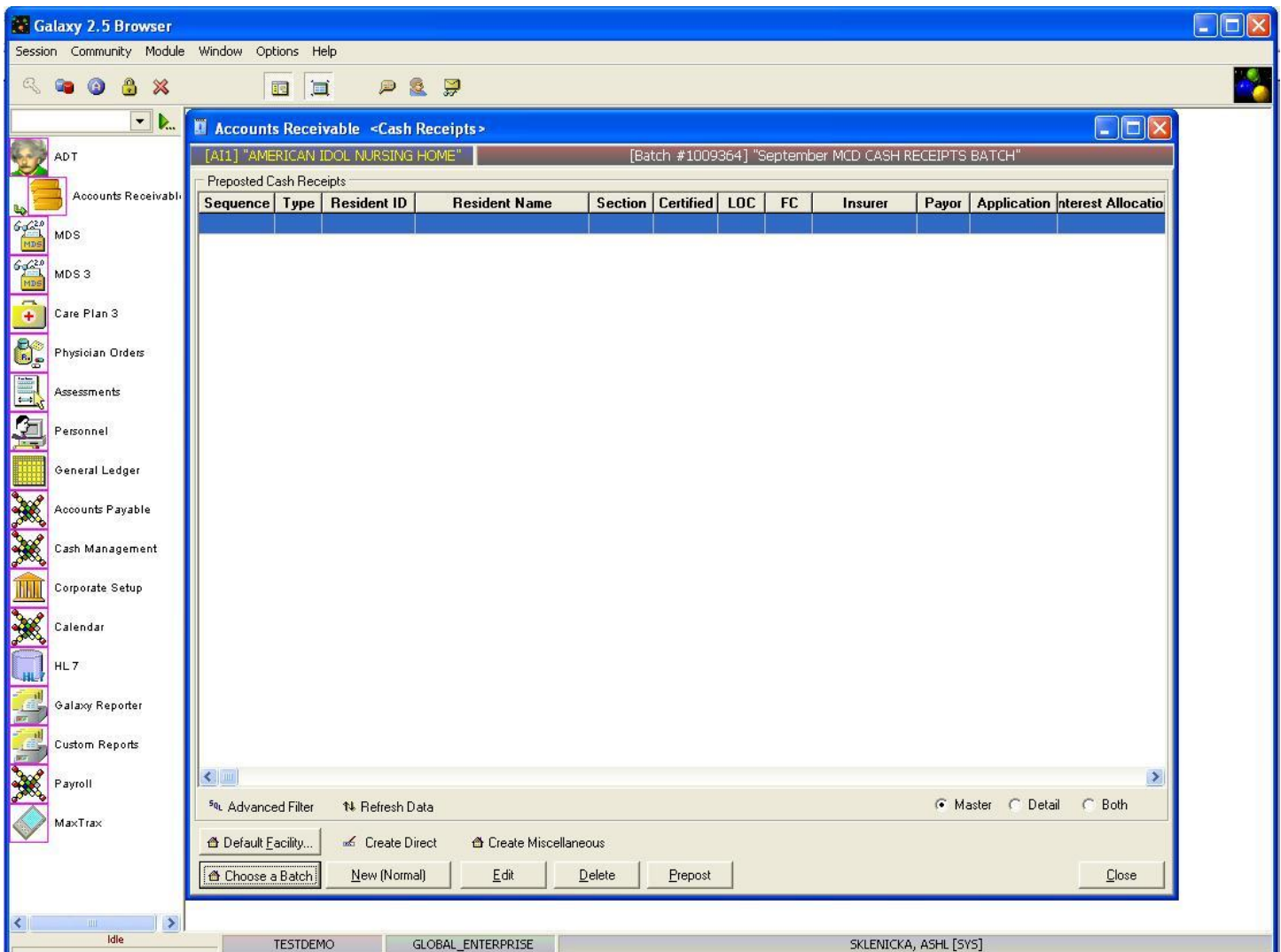
Cash Receipts Master – this is the master screen within the **Cash Receipts** module. Currently there are no record(s) on the master list for our *demo facility.* Here you can see the following buttons:

- **Default Facility –** allows facilities that are a part of an enterprise the ability to move between facilities.
- **Choose a Batch –** allows the ability to move between open batches
- **New(Normal) –** used to create the records for cash receipts posting
- **Edit –** used to edit the records within the master list or in the preposting process
- **Delete –** used to get rid of records that are not needed on the master list
- **Prepost –** used after all record(s) have been created for a batch and need to be sent to the server
- **Create Direct –** allows for the facility to create cash without having charges posted to the system. This is used mainly when there are no census or ancillary charges, but the facility needs to generate cash receipts for other items.
- **Create Miscellaneous –** allows records to be created for miscellaneous items like employee advances, guest meals, etc.

To create record(s) press the **New(Normal)** button on the bottom.
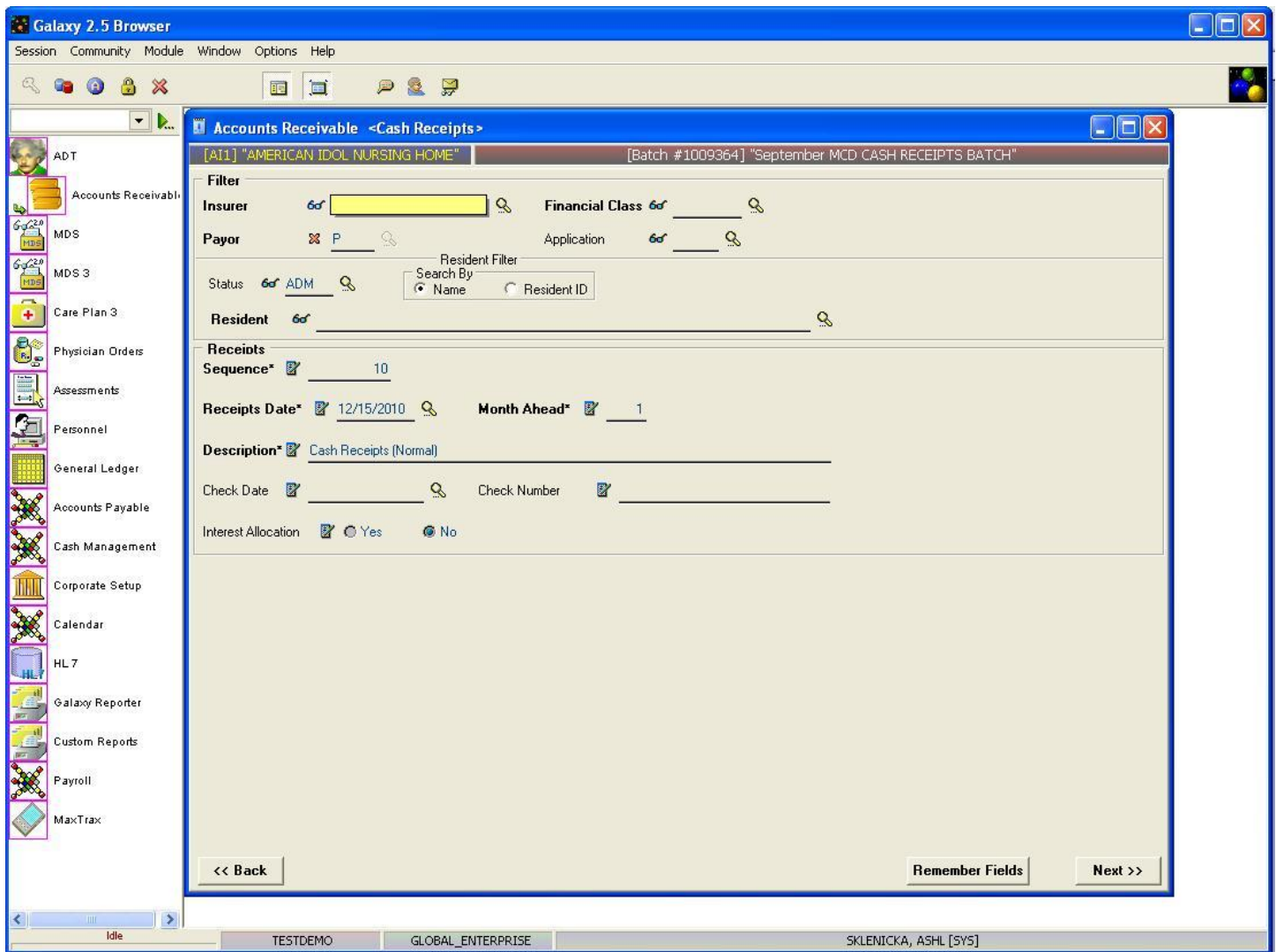
Cash Receipts New(Normal) – this is the screen that loads once the **New(Normal)** button has been pressed. This is the input screen that will be used to setup the list of where to enter the cash charges. Here you will see the following fields:

- **Insurer** – select the insurer from the drop down menu by clicking on the magnifying glass. In this situation the insurer is the party that is remitting the payment to be posted.

- **Financial Class** – select the appropriate financial class from the drop down menu by clicking on the magnifying glass. NOTE: if you have one check that gets applied to one FC then use this field to pull up all residents that are listed under that specific FC.

- **Payor** – select the appropriate payor from the drop down menu by clicking on the magnifying glass.

- **Application** – select the appropriate application from the drop down menu by clicking on the magnifying glass.

- **Status** – select the appropriate status from the drop down menu by clicking on the magnifying glass.

- **Resident** – identify the resident from the drop down menu by clicking on the magnifying glass.

This field may be left blank to view the receivable columns for all residents that fall within the designated parameters.

- **Sequence** – the Galaxy system will automatically fill in this field. The sequence number is useful in the event of error correction prior to posting.
- **Receipts Date** – use the magnifying glass to pull up the interactive calendar to select the receipts date. THIS IS A REQUIRED FIELD.
- **Month Ahead** – used to see the number of months ahead from the current period you would like to post cash receipts. THIS IS A REQUIRED FIELD.
- **Description** – used to type an identifying description that will appear on the reports in the **Reports** folder. THIS IS A REQUIRED FIELD.
- **Check Date** – select the check date by using the interactive calendar after clicking on the magnifying glass.
- **Check Number** – enter the check number that corresponds to the cash receipts that will be posted.
- **Interest Allocation** – use the appropriate option to signify the desire for interest allocation.

Buttons along Bottom:

- **Back** – used to move back a screen in the **Cash Receipts** sub-utility if needed.
- **Remember Fields** – used to select fields that will be repeated to cut down on data entry.
- **Next** – used to move forward to the next screen in the **Cash Receipts** sub-utility.

Please fill in as much information as possible making sure the required fields are entered. Press the **next** button to move forward in the Cash Receipts process.

NOTE: for our *demo facility* we will use resident *Mitchell Hollows.*

The data on this screen reflects the parameters specified above. The information pertains to the Insurer, Payor, Application, and Resident respectively.

For every month, there will be two columns for your review. The first column identifies the month and its corresponding balance, while the second column provides the ability to apply money, thus affecting the balance. To apply any monetary amount the user has three options:

1) enter the amount in the box manually by clicking in the "**applied"** box

2) double click on any green shaded box that holds a balance and see the amount transfer over to the **"applied"** box shaded in red to show the cash entry has been saved.

3) click the [···] to get the breakdown of what makes up the charges. When seeing what constitutes the charge, the user can apply the amounts to line item transactions that make up the balance. (see *page 15* for clarification).

NOTE: the "applied" column is always located to the right of the month to which you are applying the money. The amount being entered does not have to equal the amount that is in the balance column. Once the batch has

been **accepted** the Galaxy system will recalculate the balances in the event there is an outstanding balance.

Once you have typed the amount desired in the correct "applied" column/row, click in any other "applied" box appearing on the screen. This saves the data in the field you have entered by placing the box in red.

Look at the **Total Applied Box** which should reflect the amount that has been entered. In the event there is an inconsistency with what is showing in the **Total Applied Box** click in the "applied" field again and re-enter the correct amount.

Continue with applying the desired amounts to the appropriate charges until the amount listed in the **Amount to Apply** field matches the amount in **Total Applied.** You will not be able to leave this screen until these two amounts are in agreement.

Once the amounts in the two fields above are in agreement, press the **accept** button on the bottom of the screen to add the record on the master screen, or the **cycle** button to create more cash receipts.
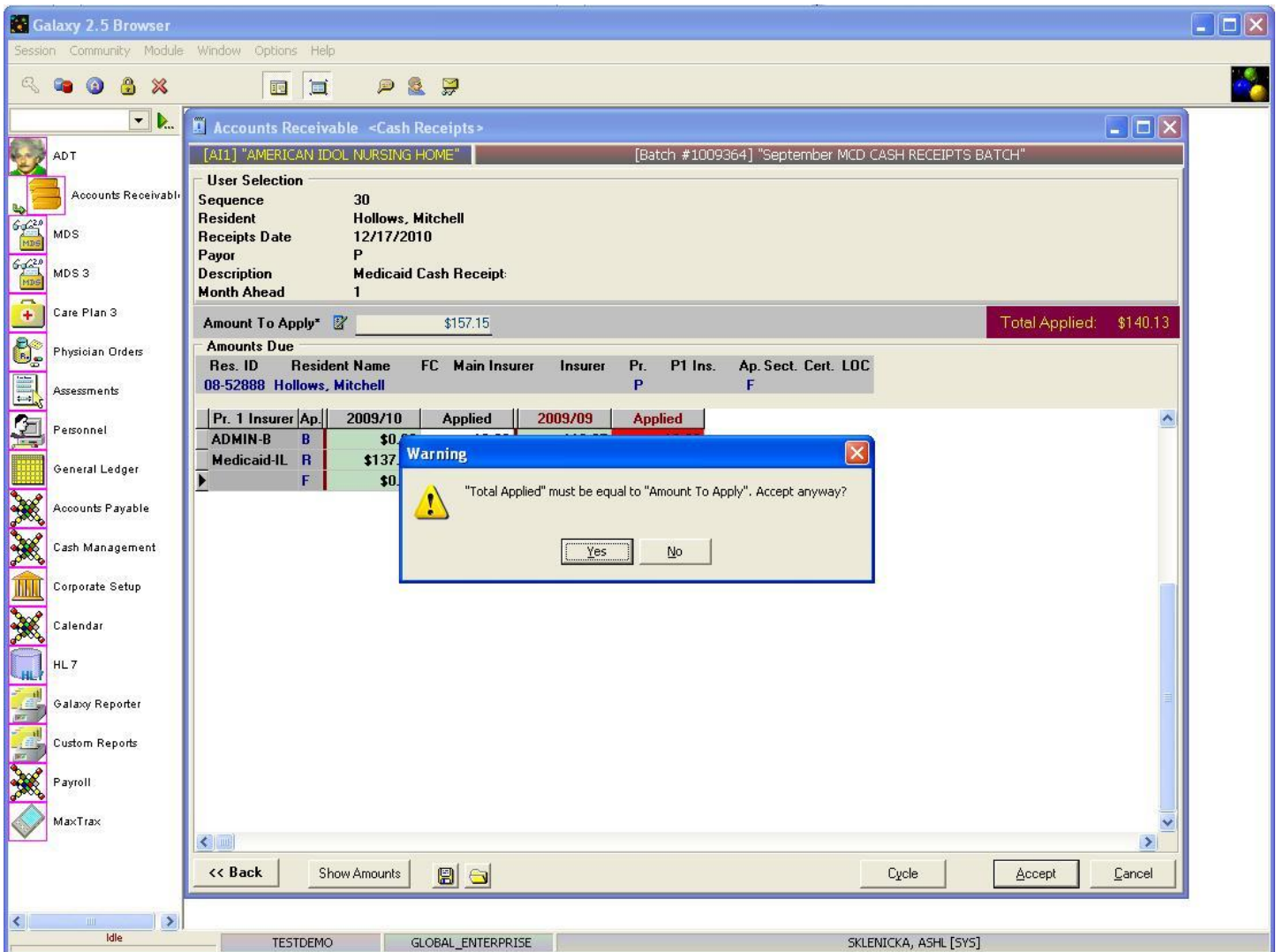
If you press the **accept** button and receive this message it means that the amounts entered in the **Amount to Apply** field and **Total Applied** do not equal. You have the following options:

1) press **Yes** to move forward. This will create a record on the master list and re-calculate the remaining balance.
2) press **No** and correct **Amount to Apply** to match **Total Applied,** then **accept** the record or **cycle** the batch to enter additional cash receipts.

Once you have chosen which option to use in the event you receive this error message, you will see the screen below.

Cash Receipts Master – you are now seeing the master screen in the **Cash Receipts** utility. There is the record that was created through the steps listed above. If you were using a cycle process you should see all the records you created.

Once all record(s) are on the master list, the next step is to post the records to the server. To start the posting process, press the **Prepost** button at the bottom of this screen.

Once the **Prepost** button has been pressed, the screen above will load. The box is asking if you want to post only the one batch you were currently working on or all batches that are open.

Select the correct option based on which batch you would like to post and press the **ok** button.
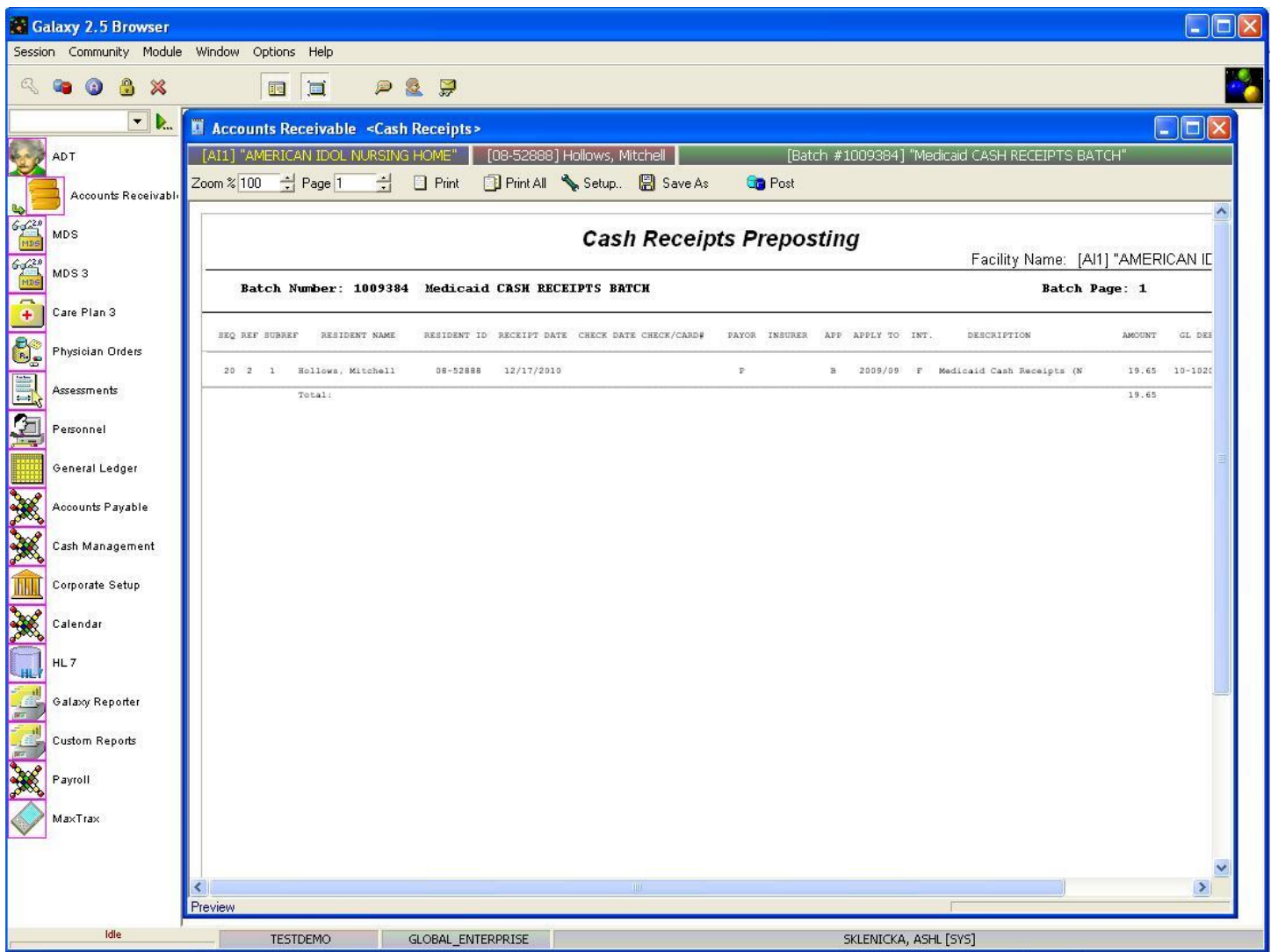
**Cash Receipts Preposting –** this is the report the Galaxy system will automatically create when the **prepost** button has been pressed. This report should be reviewed for accuracy and/or discrepancies. In the event the amounts are incorrect on this report press the **X** on the **Cash Receipts Preposting** window to get back to the **Cash Receipts** sub-utility to make corrections/adjustments. Select the record(s) that need to be corrected *(highlighting in blue)* and press the **edit** button. Once the amounts have been corrected, press the **accept** button.

Once all record(s) have been corrected, re-run the **Cash Receipts Preposting** report and verify the accuracy. If satisfied with the preposting report, press the **post** button located on the top right of the screen. NOTE: once the **post** button has been pressed, the system will automatically print this report for your facility's records and return you to the **Cash Receipts Master** screen.

All previously entered receipts will have disappeared as with all other posting procedures in the **Cash Receipts** sub-utility. You can now create another batch if needed or close out of the **Cash Receipts** sub-utility and continue working in another module or sub-utility.
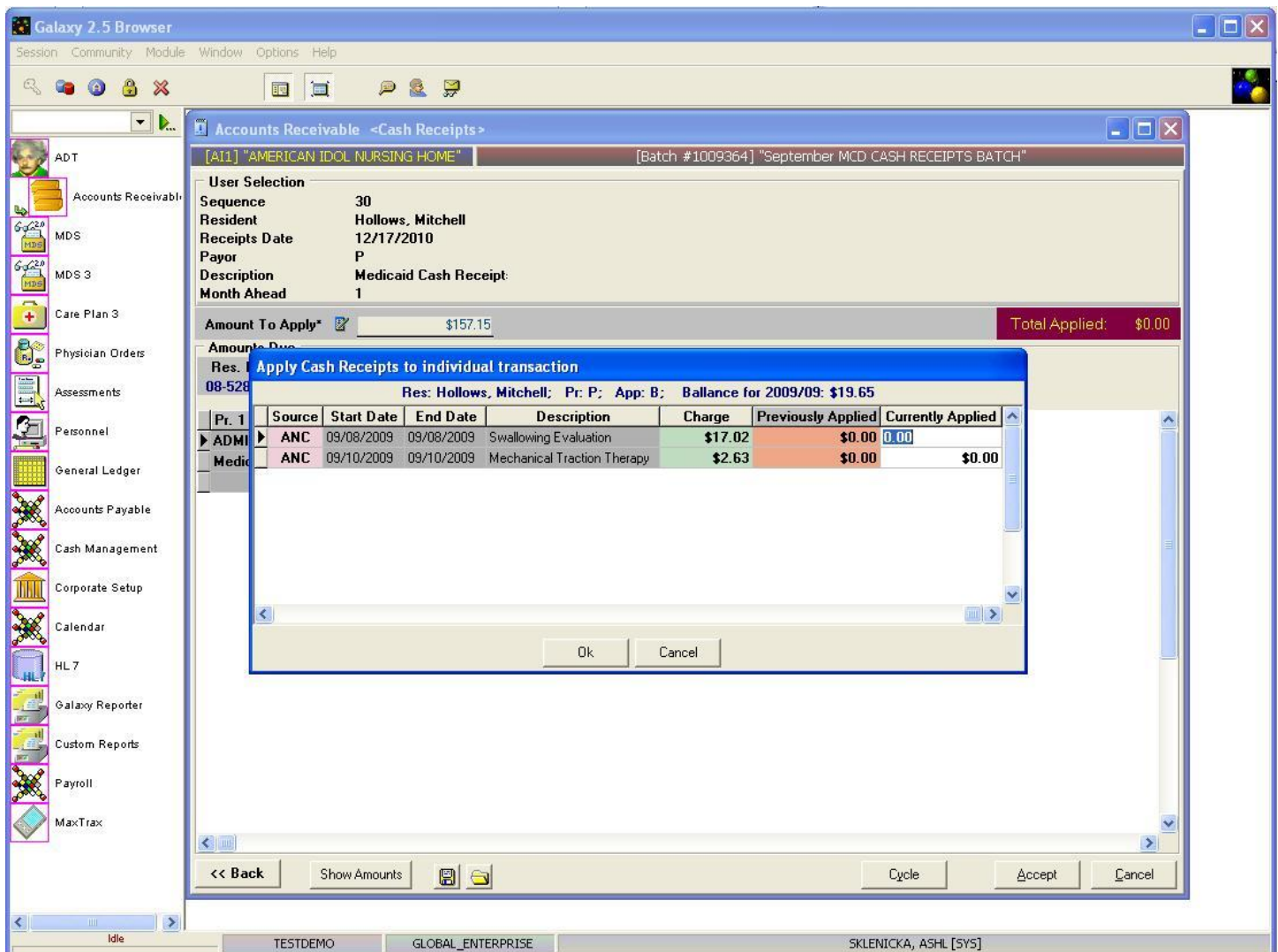
This will be the screen you see when the `...` icon is pressed. Here in our *demo facility* you can see that the total of **$19.65** for insurance ADMIN-B is made up of two ancillary charges.

From this screen the user has the following options:

1) manually enter in the desired amount in the **"currently applied"** box

2) double click on the green shaded box to transfer the total charge amount for that line item to the **"currently applied"** box. NOTE: the system will factor in any amount listed in the "previously applied" box into the calculation that gets placed in the "currently applied" box. This option is helpful in the event that the user does not want to apply cash to the entire charge but just to specific line items.

Once finished applying cash to the line items listed in the box the user can press the "ok" button and proceed with applying cash to other resident balances. Go to *page 10* to continue with the Cash Receipts process.