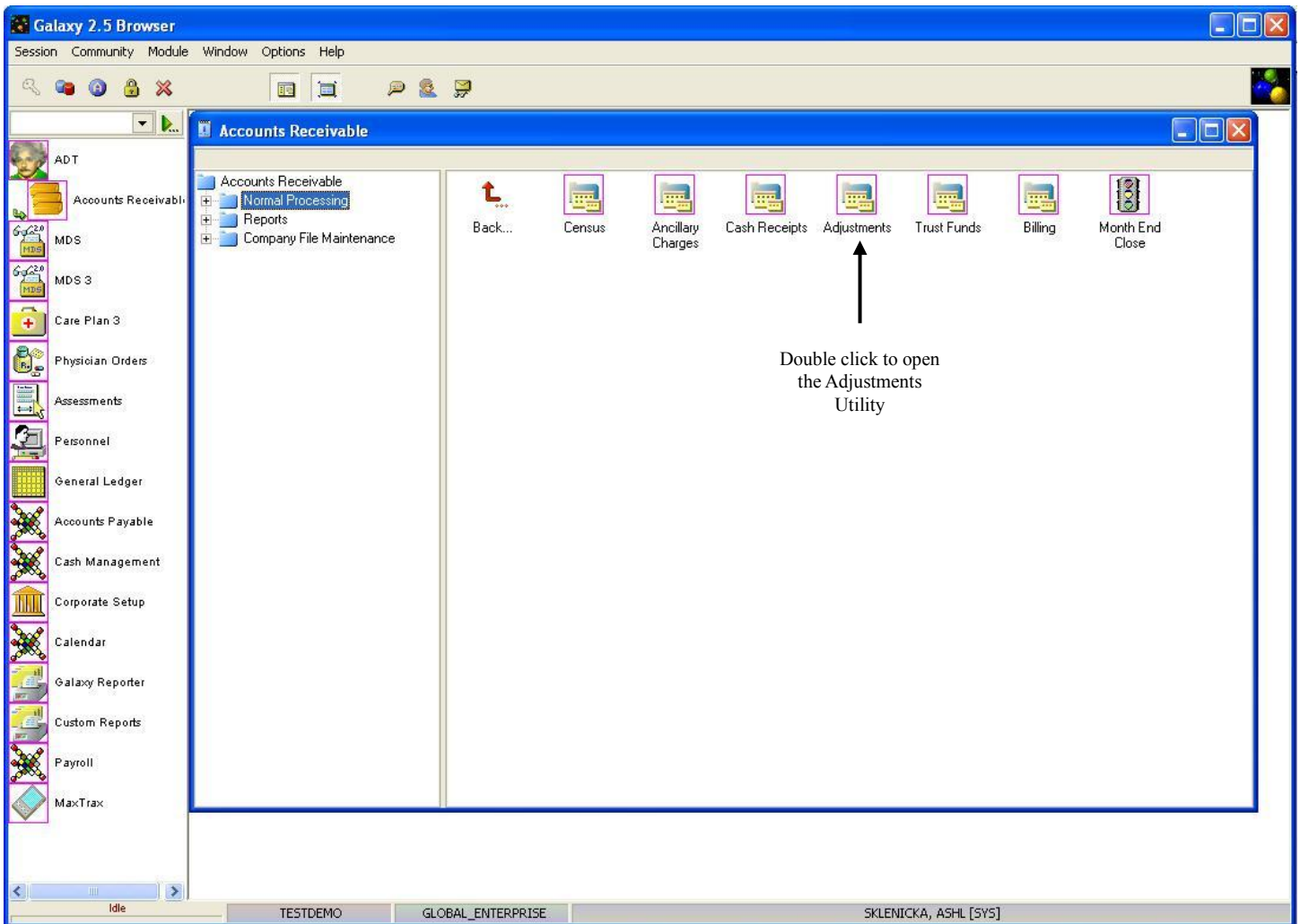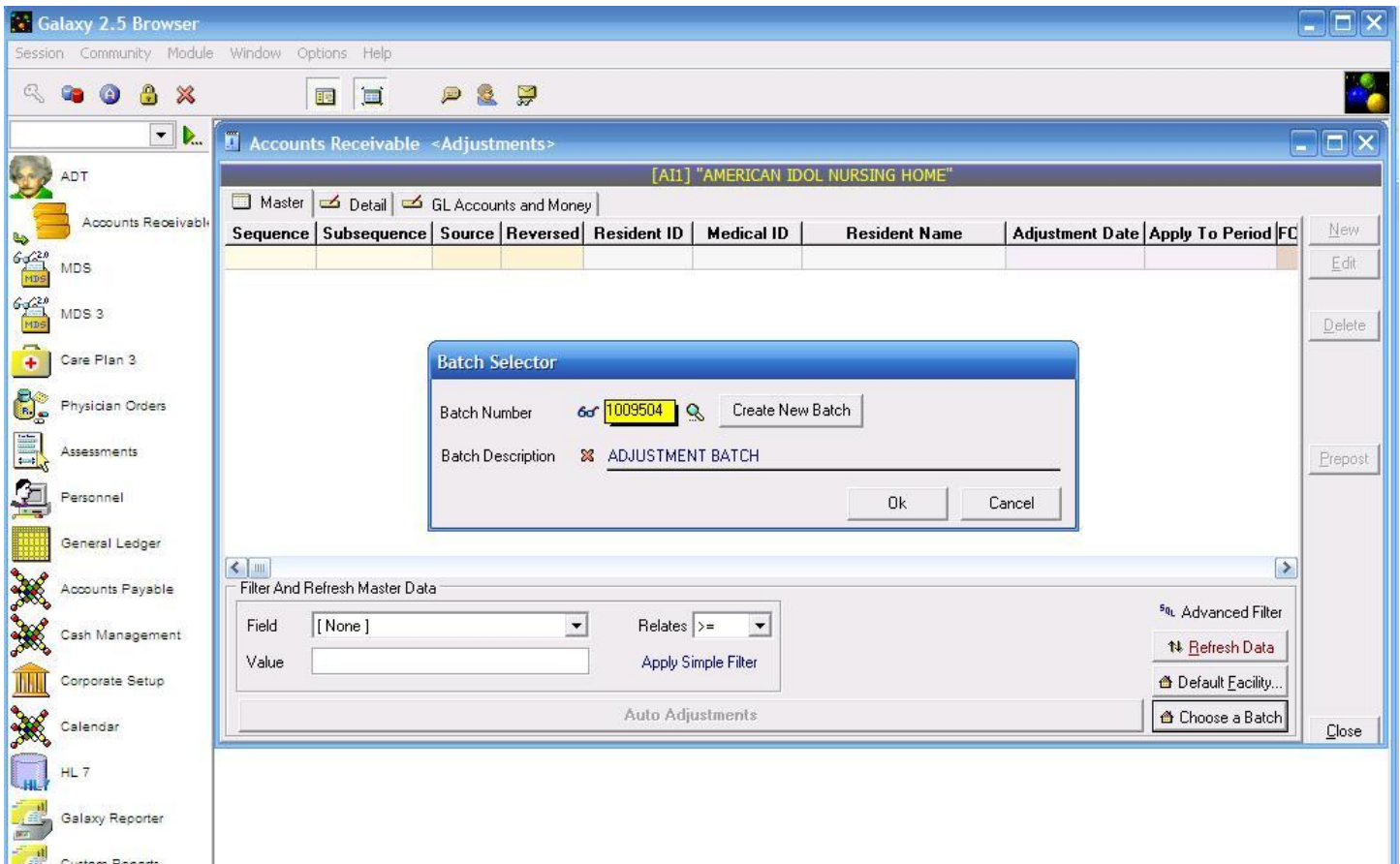Double click to open
the Adjustments
Utility

Adjustments – used to make manual entries as well as a variety of changes to previously posted entries. A facility can also make Retro Census and Insurer Rate Changes using the other sub-utilities in **Adjustments**.

Double click the **Adjustments** icon to open this utility.

Adjustments Batch Selector – used to locate an existing batch or create a new one. To locate a batch that has already been created use the magnifying glass. 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: Adjustment October Ancillary Charges or Adj 10.15.10 Lab Charges.

Press the **"ok"** button once you have created a new batch or selected an existing one to move forward.
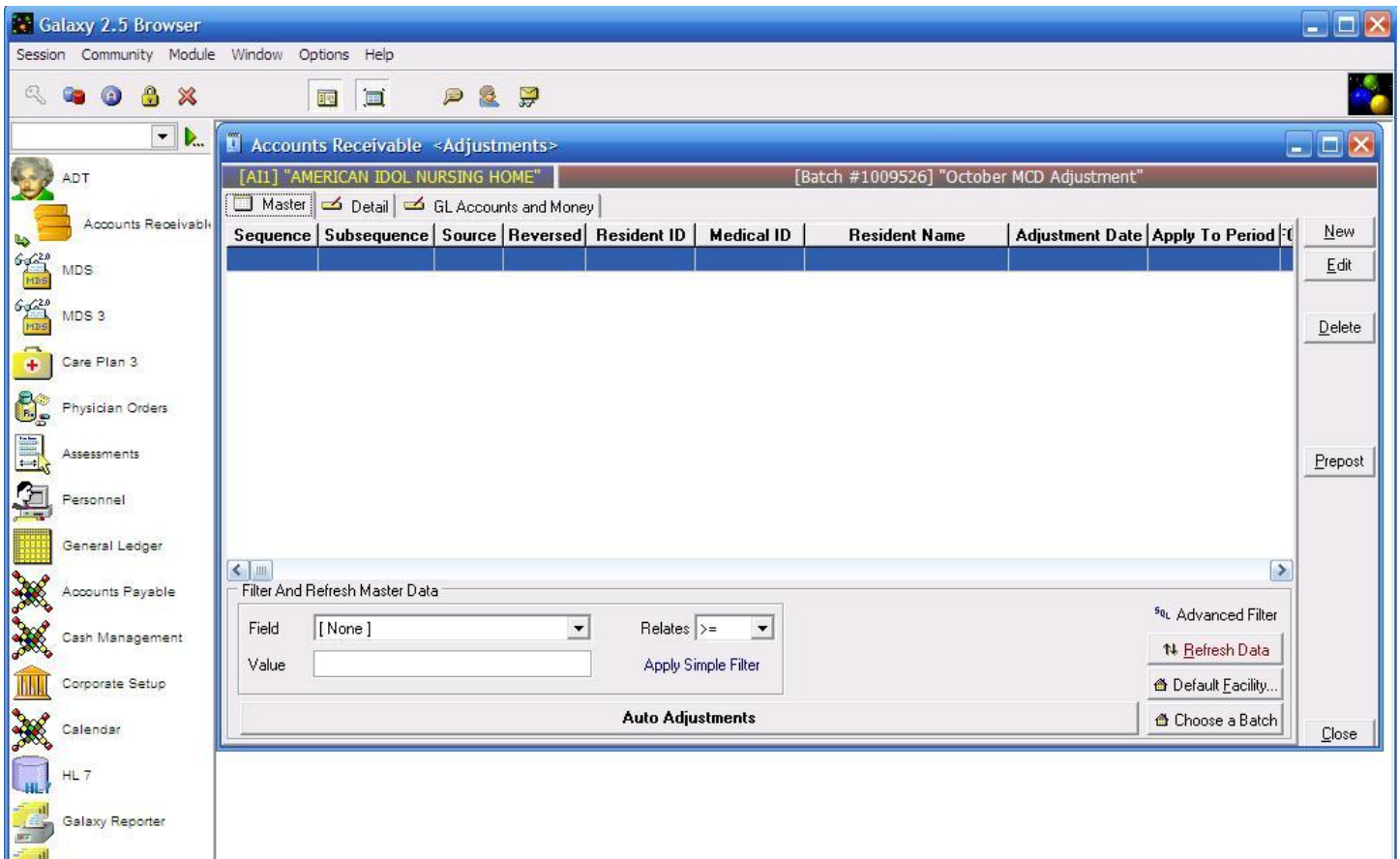
Adjustments Master – this is the master list that will hold the record(s) used for making adjustments. Currently there are no records on the master list for our *demo facility*.

To create a record press the **new** button on the right side of the screen.
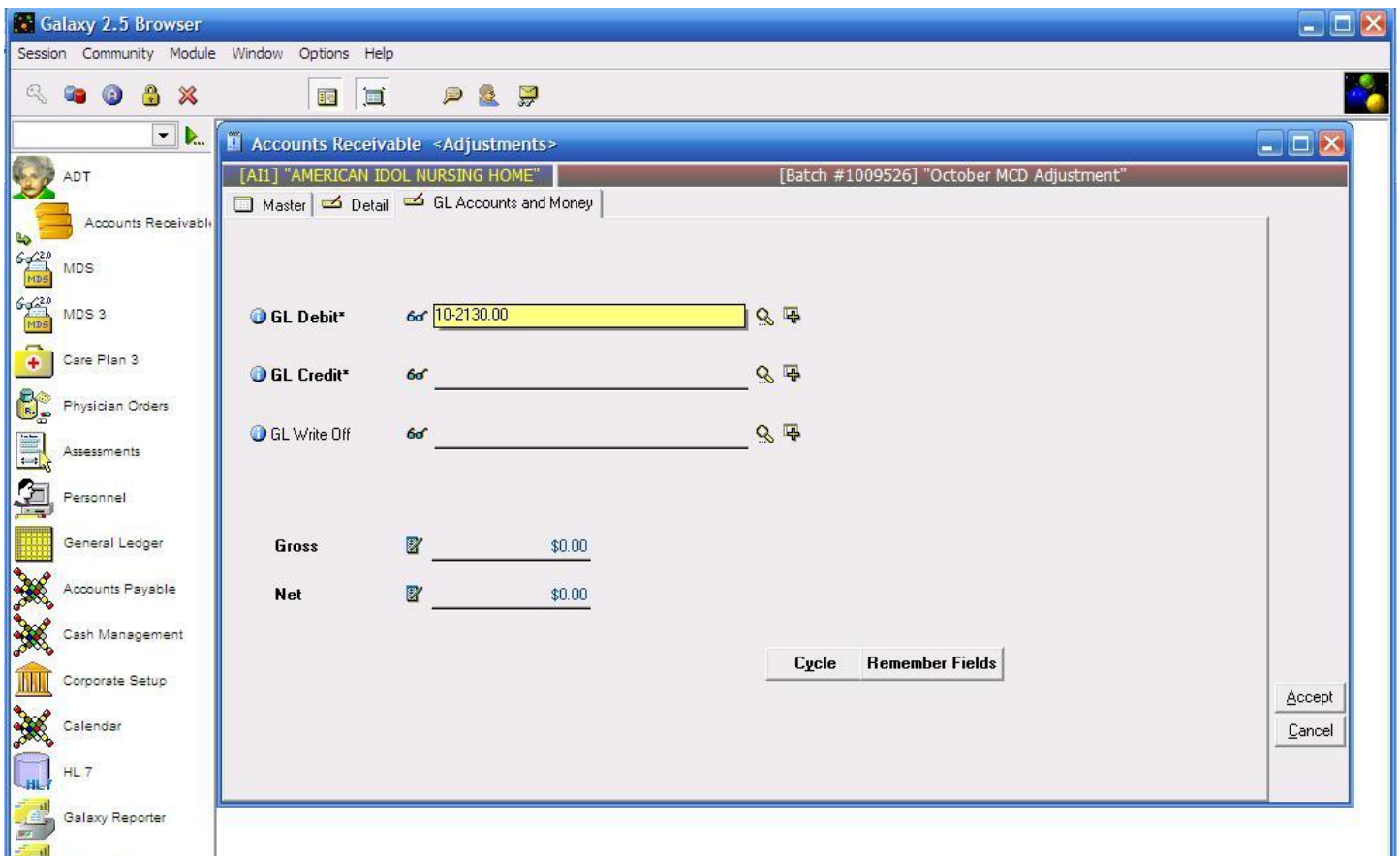
Adjustments Detail – this is the input screen used to create the adjustment record(s) for the master list. Here you will see the following fields:

- **Sequence** – the Galaxy system will automatically fill in this field. Used to help locate records in the event of error.

- **Status** – used to change the resident list to show either admissions (ADM) or discharges (DIS) or both based on what is selected from the drop down menu.

- **Resident** – used to locate a specific resident by clicking on the magnifying glass to pull up the drop down menu. THIS IS A REQUIRED FIELD.

- **Adjustment Date** – used to record the date the adjustment took place. Pull up the interactive calendar by clicking on the magnifying glass and select the appropriate date. THIS IS A REQUIRED FIELD

- **Apply to Period** – used to select the period the adjustment should be posted to. Pull up the interactive calendar by clicking on the magnifying glass and select the appropriate date. THIS IS A REQUIRED FIELD.

- **Description** – type in a description that will appear on the reports to show it was an adjustment. THIS IS A REQUIRED FIELD.

- **Advance Bill** – select the appropriate option based on if you will advance bill or not

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

magnifying glass. THIS IS A REQUIRED FIELD.

- **Insurer** – select the resident's current insurer from the drop down list by clicking on the magnifying glass.

- **Payor** – select the appropriate payor from the drop down menu by clicking on the magnifying glass. NOTE: if the payor is "P" then payor 1 insurer is not necessary.

- **Payor 1 Insurer** – select the appropriate payor 1 insurer from the drop down menu by clicking on the magnifying glass.

- **Main Insurer** – select the appropriate main insurer from the drop down menu by clicking on the magnifying glass.

- **Financial Class** – select the appropriate financial class from the drop down menu by clicking on the magnifying glass.

- **Section** – identify the resident's section from the drop down menu by clicking on the magnifying glass.

- **Certified** – identify the resident's certified from the drop down menu by clicking on the magnifying glass.

- **Level of Care** – identify the resident's level of care from the drop down menu by clicking on the magnifying glass.

- **Interest Allocation** – select the appropriate option to signify if you want interest allocation or not.

- **Remember Fields** – used to help eliminate data entry by marking fields to remember on a cycle process.

Please fill in as much information as possible making sure the required fields are addressed and then move on to the **GL Accounts and Money** tab before pressing **accept** or **cycle.**

Adjustments GL Accounts and Money – this is the input screen used to create the adjusting records financial accounts and dollar amounts. Here you see the following fields:

- **GL Debit** – select the appropriate GL Debit account from the drop down menu by clicking on the magnifying glass.
- **GL Credit** – select the appropriate GL Credit account from the drop down menu by clicking on the magnifying glass.
- **GL Write Off** – select the appropriate GL Write Off account from the drop down menu by clicking on the magnifying glass.
- **Gross** – enter the gross amount in the field provided.
- **Net** – enter the net amount in the field provided (should be the same as the gross amount)
- **Cycle** – used to create additional records quickly.
- **Remember Fields** – used to remember certain fields that pertain to other residents for faster data entry.

NOTE: when performing an adjustment that results in a negative amount in the Gross and Net Amount fields, a (-) must be entered preceding the numeric value.

If using the clone option for adjustments make sure to clone all desired fields on both the **Detail** and **GL Accounts and Money** tab.
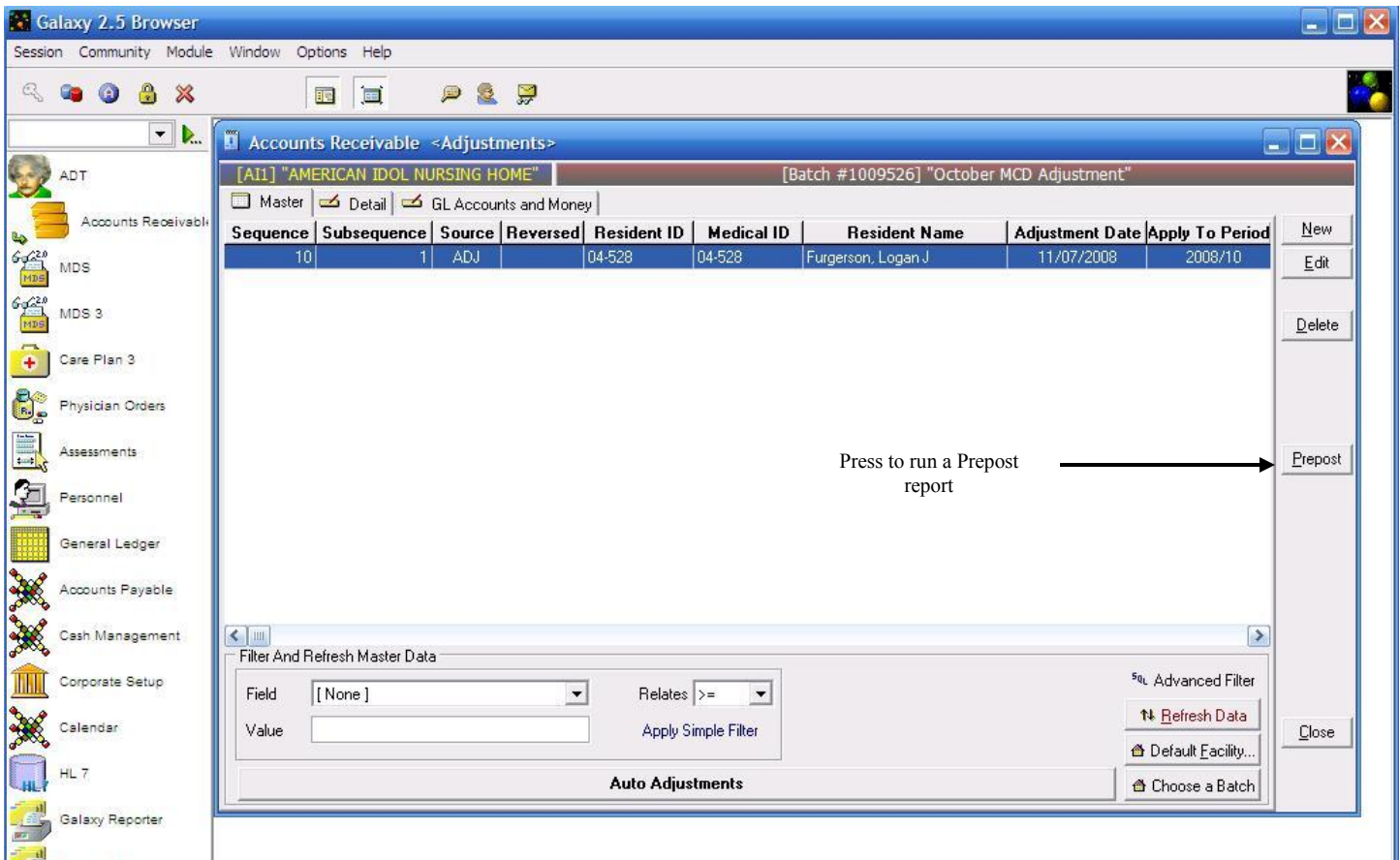
Adjustments Master – you can see the record that was just created. If there are other record(s) need create them now.

When you have completed the process of entering all adjustments for the period, a review of the items entered is necessary by running a **prepost** report and then **posting**. To do this, press the **prepost** button on the right side of the screen.
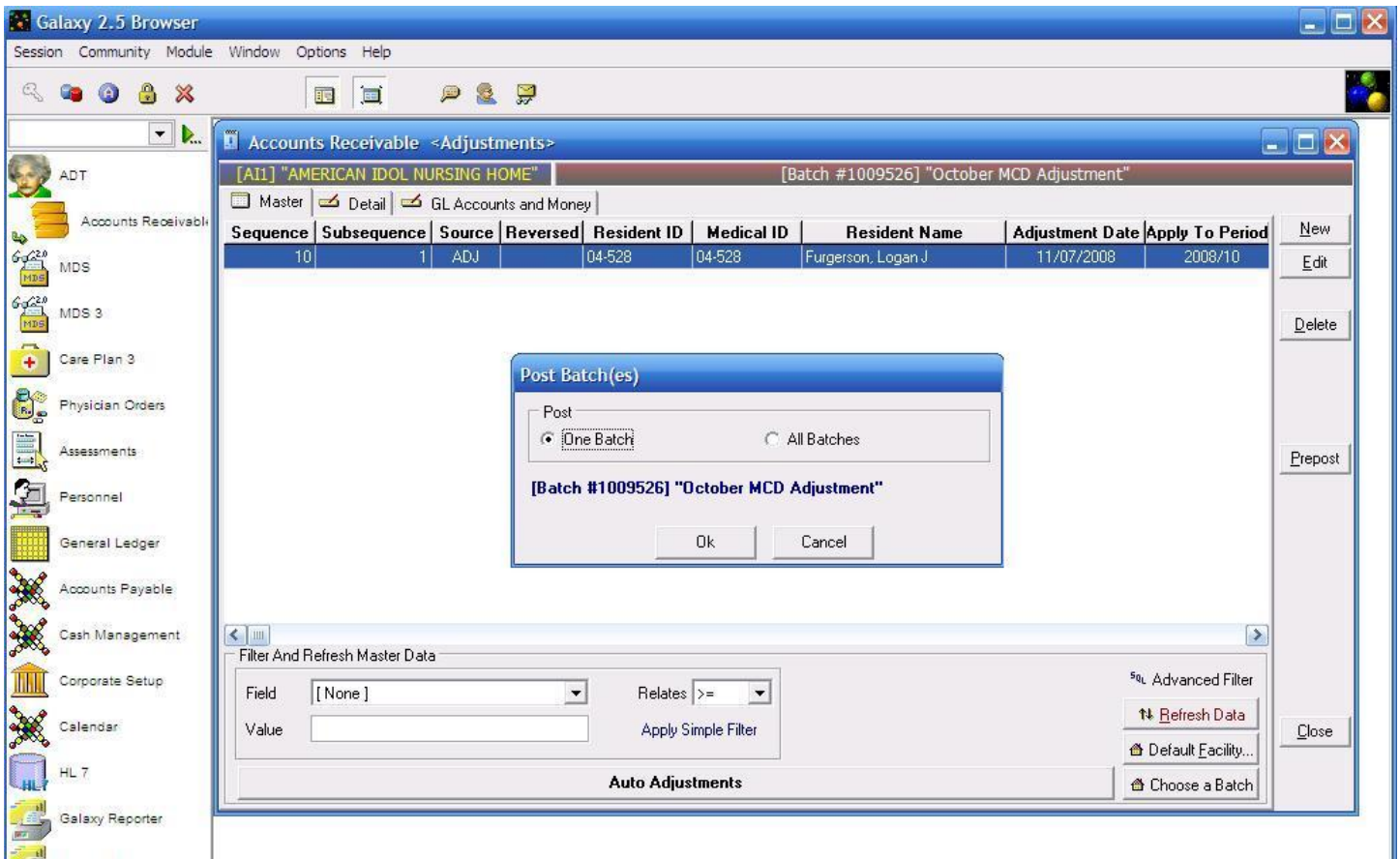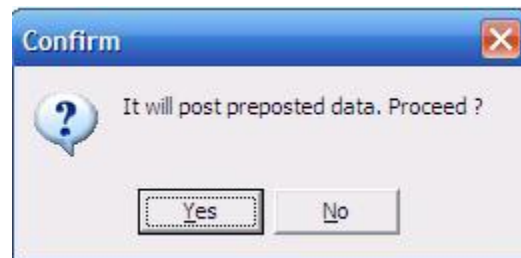
Once you have pressed the **Prepost** button a message box appears asking if you want to post "**one batch**" or **"all batches"**. Make your selection and press **ok** to move forward.

Adjustments Preposting Report – this is the adjustment preposting report that needs to be reviewed for any discrepancies. Use the page selector to go to the summary page (*last page)* to verify totals and accuracy.

Once reviewed and determined everything is on the up and up press the **Post** button to send the adjusting records to the server. NOTE: once the **Post** button has been pressed this report will automatically print out for you.

This box will appear once the **Post** button has been pressed to double check if you want to proceed. Select the choice based on what you want to do.

Once you have posted the adjusting records you will automatically be redirected to the **Adjustments Master** screen where the **batch** selector is available. Go to *page 2* in this manual if you have more adjusting entries, or press the **close** button to exit out of this sub-utility.

FAQ on ADJUSTMENTS:

Q: If I do not want to have a lump sum hit my aged receivables report but I want to place a set amount with different dates until I reach the correct balance to show each transaction how do I proceed?

A: To place a set amount for specific dates towards a charge on an aged receivable report you will use the adjustment date field to select the date making sure the apply to period is correct and place the set amount in Gross and Net on the GL Accounts & Money Tab.

Auto Adjustments – used to make adjusting entries on items that have been previously posted from any one of the Adjustments, Ancillary, Cash Receipts or Trust Fund sections. To use this feature press the **Auto Adjustments** button located at the bottom of the screen.
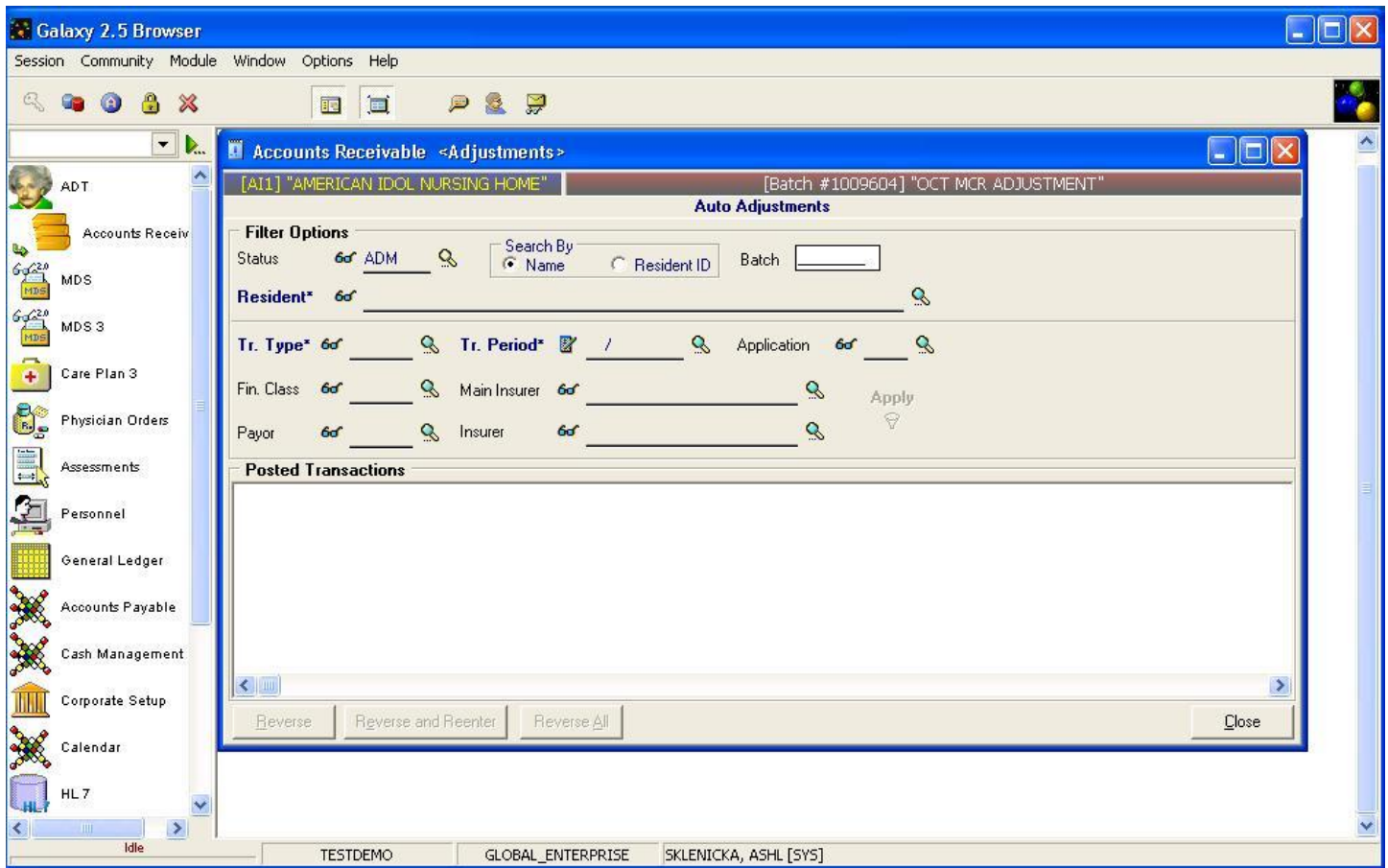
Auto Adjustments Master – here is the input screen used to locate the posted batch or record. Here you will see the following fields that can be used as filters:

- **Status** – select the status needed to find the resident (ADM will show only admissions currently in the facility, DIS will show all discharged residents and a blank field will show all residents).
- **Batch** – type in the number of the specific batch you were looking for.
- **Resident** – select the resident's name from the drop down menu by clicking on the magnifying glass. THIS IS REQUIRED IF A BATCH NUMBER IS NOT KNOWN.
- **Tr. Type** – select the transaction type from the drop down menu by clicking on the magnifying glass. Your choices are *ANC-ancillary, CSH-cash receipts, ADJ-adjustment*. THIS IS A REQUIRED FIELD
- **Tr. Period** – select the date the posted batch was applied to. For example: Batch was created on 3/8/2011 but was applied to 1/1/2011 period. You would enter Jan 2011 for the **Tr Period**. THIS IS A REQUIRED FIELD
- **Application** – if looking for a specific application select if from the drop down menu by clicking on the magnifying glass.
- **Fin. Class** – if looking for a specific financial class select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Main Insurer** – if looking for a specific insurer choose it from the drop down menu by clicking

on the magnifying glass.

- **Payor** – if looking for a specific payor select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Insurer** – if looking for a specific insurer select it from the drop down menu by clicking on the magnifying glass.

Once you have selected all the filter fields needed, making sure the required ones are entered, press the **apply** button to locate the records in the posted batch (*see the screen below for a reference).*
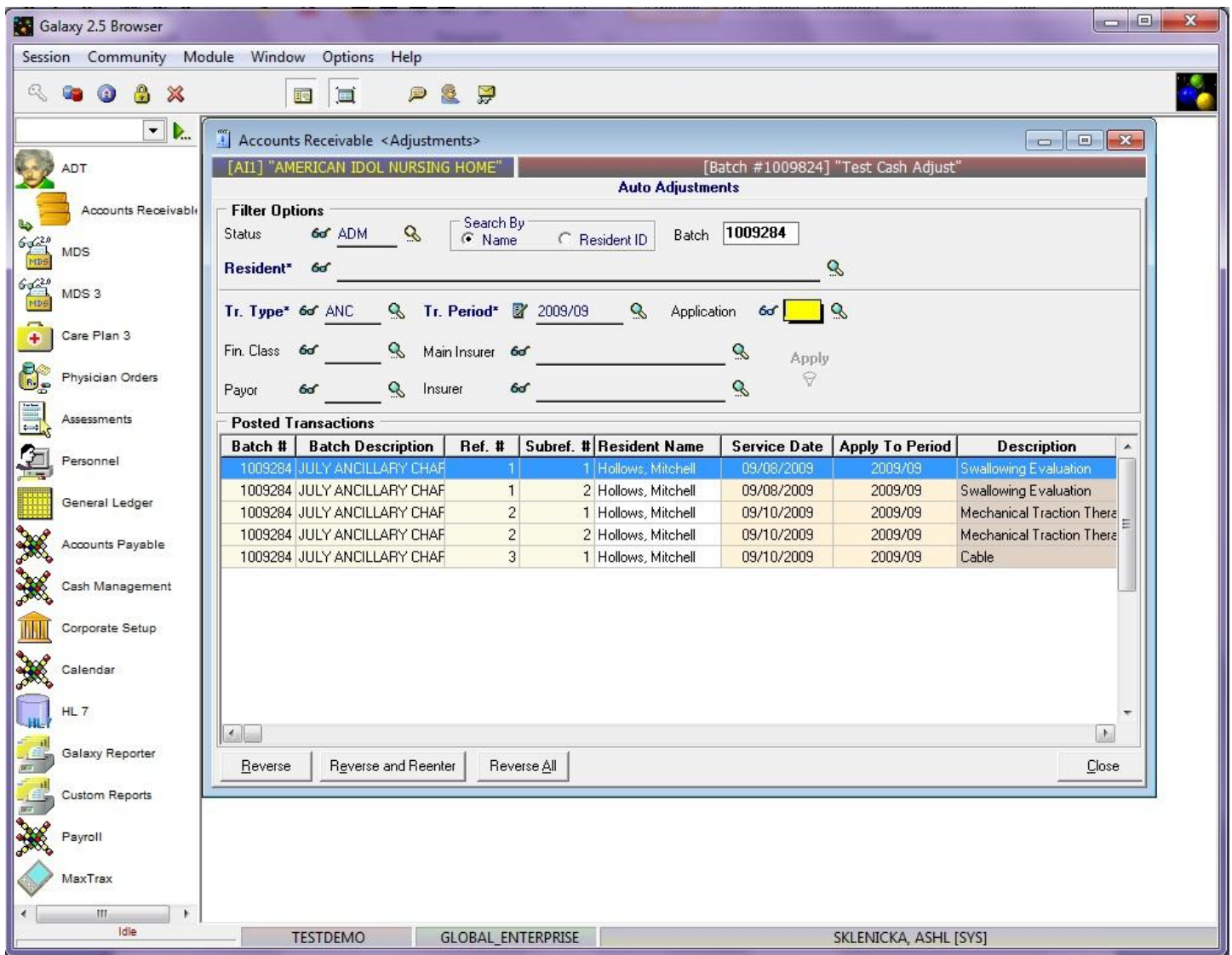
Our *demo facility* located batch #1009284 to make adjustments. Here you see the following buttons are now activated:

- **Reverse –** will only reverse the record that is highlighted in blue. A reverse will take the transaction amount and make it negative which will cancel out the transaction. If you need to use the **reverse** option see of this manual.

- **Reverse and Reenter –** will reverse the record highlighted in blue and bring up a new screen for you to enter in a new record. See on the reverse and reenter process.

- **Reverse All –** similar to the **"reverse"** but will reverse all the records in the batch regardless of what is highlighted in blue. See on the reverse all process.
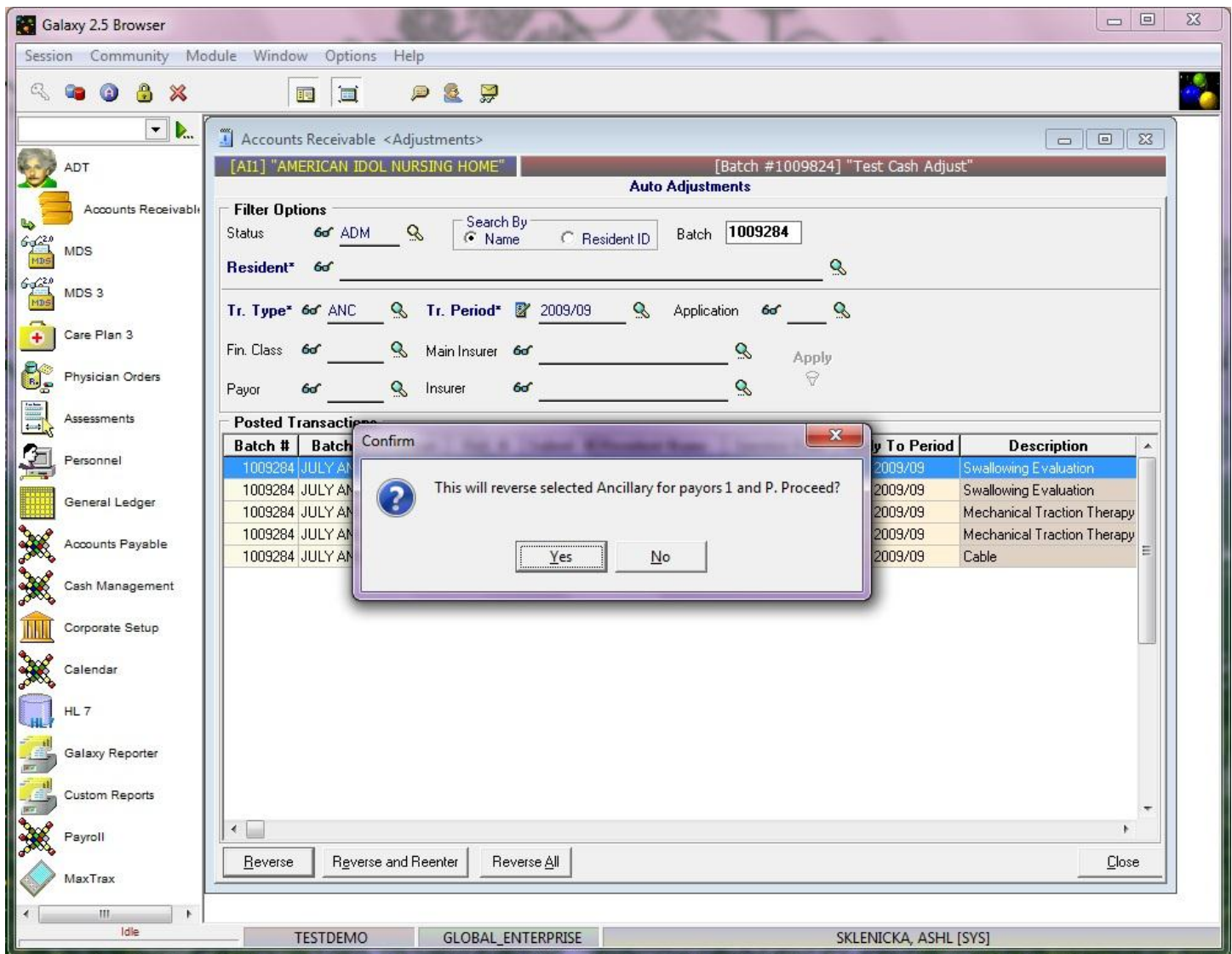
To start the **Reverse** process follow the steps below:

1) Highlight the record that needs to be reversed (this will put the record in blue)

2) Press the **reverse** button

3) Press the **Yes** button on the dialogue box that appears

4) Press the **ok** button when the box appears that says, "done".

To check that the record was indeed reversed you can run a GL Transaction report in AR or a GL Transaction Report in the GL Module if your facility has the GL Module.
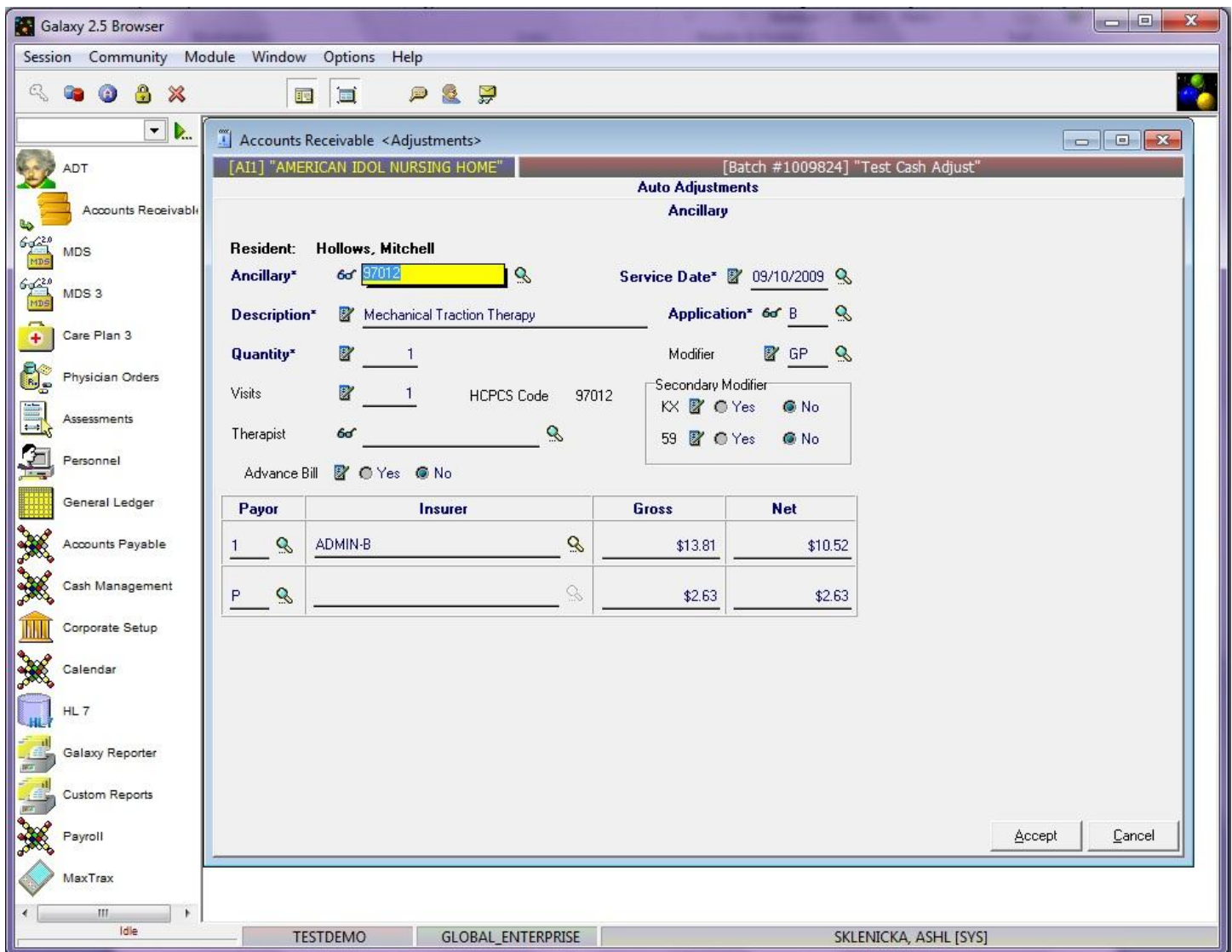
To start the **Reverse and Reenter** process follow the steps below:

1) Press the **Reverse and Reenter** button (*the screen above will load*)

2) Fill in the fields that need to be reentered for the resident. Fields bolded in blue are required.

3) Press the accept button to place the record on the adjustments master screen. *NOTE: pressing accept will not post the record, posting will still need to be done on the adjustments master screen.*

4) After you have pressed the **accept** button you will be sent back to the **auto adjustments** screen. You can choose to search for other batches that need to be adjusted or press the **close** button to go to the **adjustments master** screen *(see screen below).*

Follow the steps below to start the **Reverse All** process in **Auto Adjustments**

1) Filter to find the batch records you need to adjust

2) Press the **reverse all** button

3) Press **yes** on the dialogue box that asks "This will reverse ALL transactions. Proceed?"

From this screen you can filter to locate other batch records that need to be adjusted or you can press the **close** button.

If you press the **close** button you will be sent back to the **Adjustments** master screen where you will see the records that have been **reversed,** and **reversed and reentered** that are waiting to be posted *(see screen below)*.

Here are all the records that were **Reversed,** and **Reversed and Reentered** based on the examples in this manual.

In order for the records to take effect, they need to be posted by going through the **Pre-posting** process.

Press the **Prepost** button to load the **Pre-posting Report**. Check the balances to see if they are correct. Once the balances match what your facility has determined they should be press the **Post** button at the top right-center of the screen. This will send the records to the server and update the necessary areas (GL Transaction Report, AR Aged Receivables Report, etc.)

Within the **Adjustments** folder in Normal Processing there are two utilities that can be used to update a large amount of records with just a few clicks. They are:

- **Ancillary Price Change –** when used will make an "across the board" change of the previously entered Ancillaries. The process will go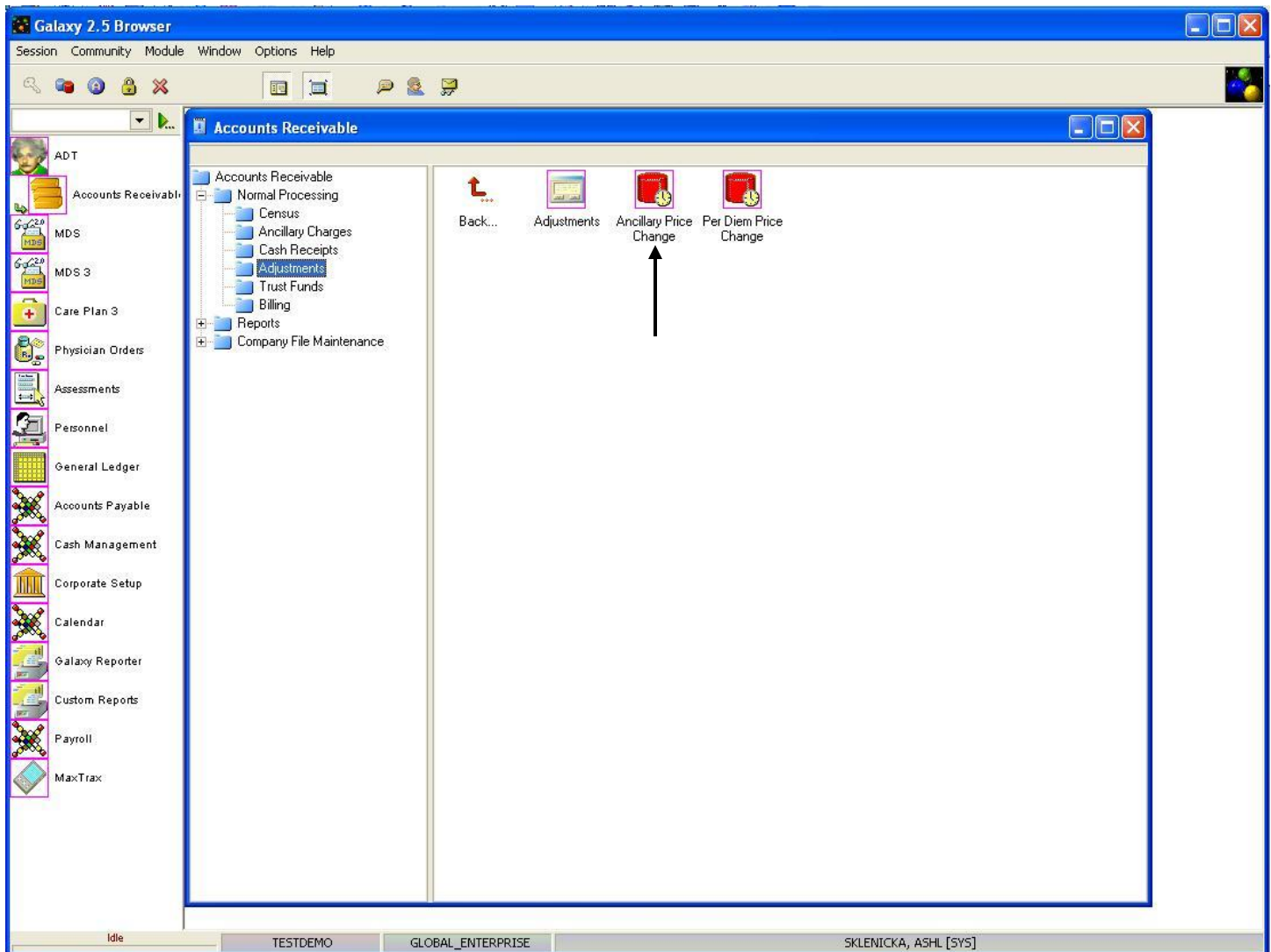 through all posted ancillary charges satisfying the selected criteria and recalculate the "NET" and "GROSS" for each payor based on **ancillary price setup** and **resident insurance policy**. If the gross or net is different than the pre-posted adjustments will be generated. NOTE: this can only be used after the record has been updated within Company File Maintenance. To use this utility continue to page ##.

- **Per Diem Price Change –** when used will update the census records for residents affected by the change. For example: MCD issues a new rate effective 1/1/2011, this option is used to change all MCD residents in your facility to the new rate ONLY after you have created the new price record in Company File Maintenance. To use this utility continue to page ##.

To use the **Ancillary Price Change** utility double click on the icon.
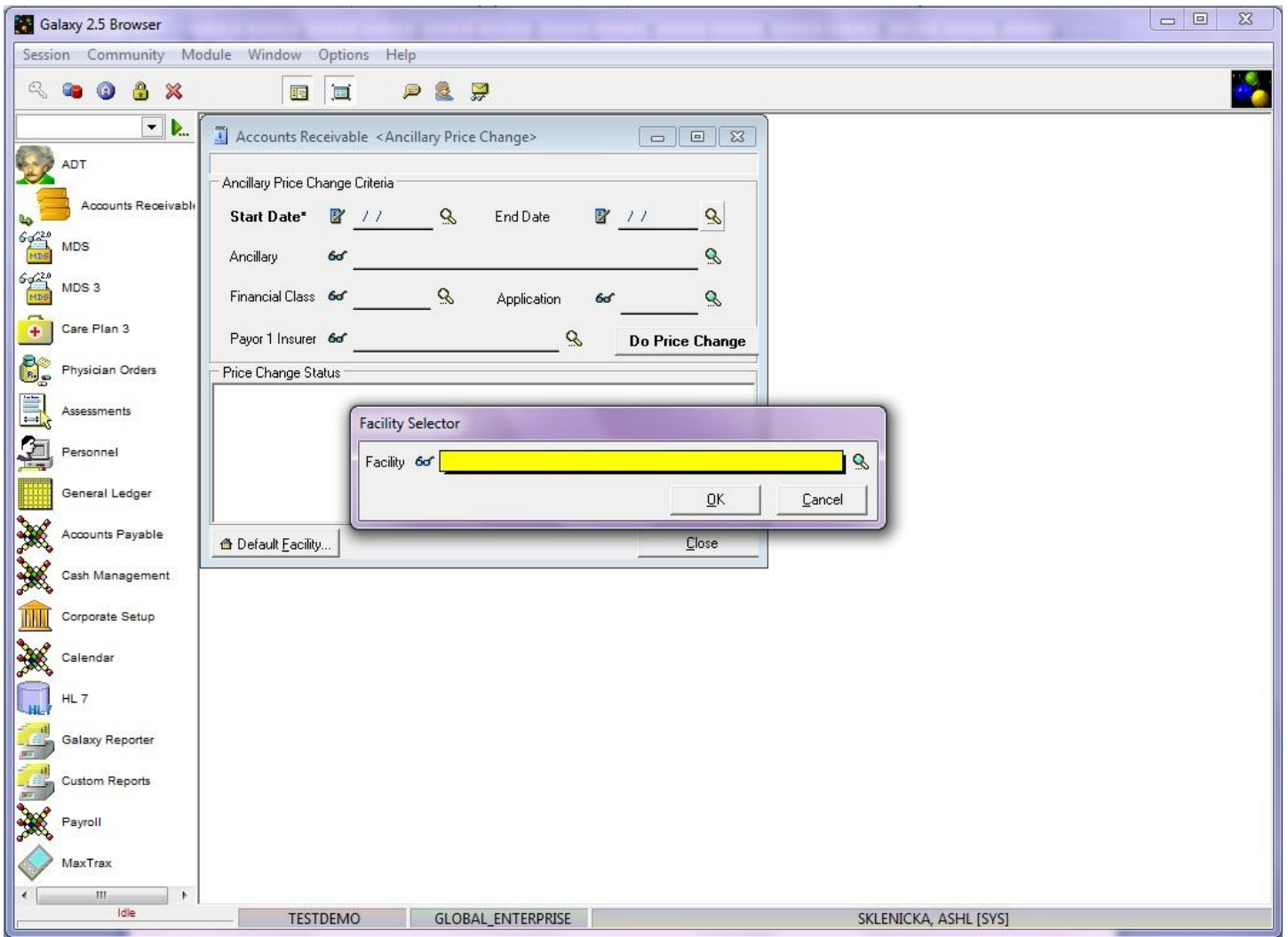
Facility Selector - this screen will load if your facility is a part of an enterprise using the Galaxy System. Select your facility from the drop down menu by clicking on the magnifying glass.

NOTE: if your facility is not a part of an enterprise your facility name will default here automatically and you will see the screen below.
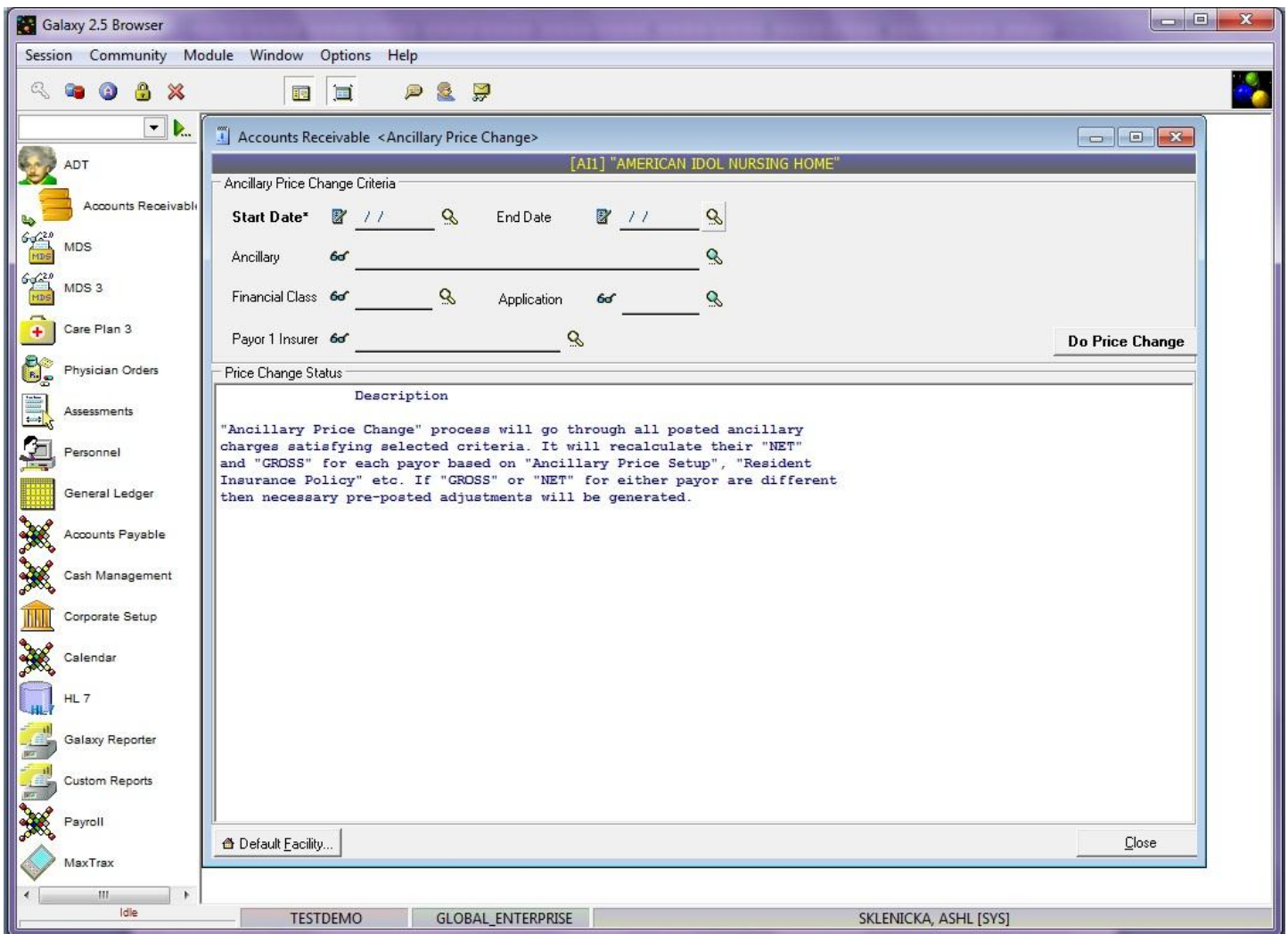
Ancillary Price Change Master – this is the master screen you will see when you need to make an "across the board" change of the previously entered Ancillaries.

NOTE: this can only be used after the record has been updated within Company File Maintenance. If you still need to conduct this step refer to <mark>page ## in BLANK manual</mark>.

Here you will see the following fields:

- **Start Date** – enter the start date the change took effect. Example: ancillary 97116 received a new price on 06/2011. This will be the date you use for the start date. THIS IS REQUIRED
- **End Date** – this gets filled in if the ancillary price change was only for a specific range of time, leaving this field blank will change all ancillary records up to the current period.
- **Ancillary** – select the ancillary you wish to change from the drop down menu by clicking on the magnifying glass.
- **Financial Class** – if the price change only affects a selected financial class (i.e. MCR or MCD etc) select the appropriate application here. Otherwise leaving this field blank will look at all

financial classes and make adjustments if necessary.

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

- **Payor 1 Insurer** – select the appropriate insurer from the drop down menu by clicking on the magnifying glass.

- **Do Price Change (button)** – this is used once you have filled in the necessary information above to allow the system to update the ancillary records. The process will go through all posted ancillary charges satisfying the selected criteria and recalculate the "NET" and "GROSS" for each payor based on **ancillary price setup** and **resident insurance policy**. If the gross or net is different than the pre-posted information, adjustments will be generated.

Once you have entered in all the information needed to change the price on the ancillary, press the **Do Price Change** button.

This will allow the Galaxy system to run through the price update process. You will see a running log on the screen that will give you the information on which residents and dates were updated.

After the system is done with the process you can print this log for your records. NOTE: you will have to go into the adjustments screen to see this updated batch and post it for the corrections to take place *(refer to page 18 in this manual on the Pre-posting process)*.
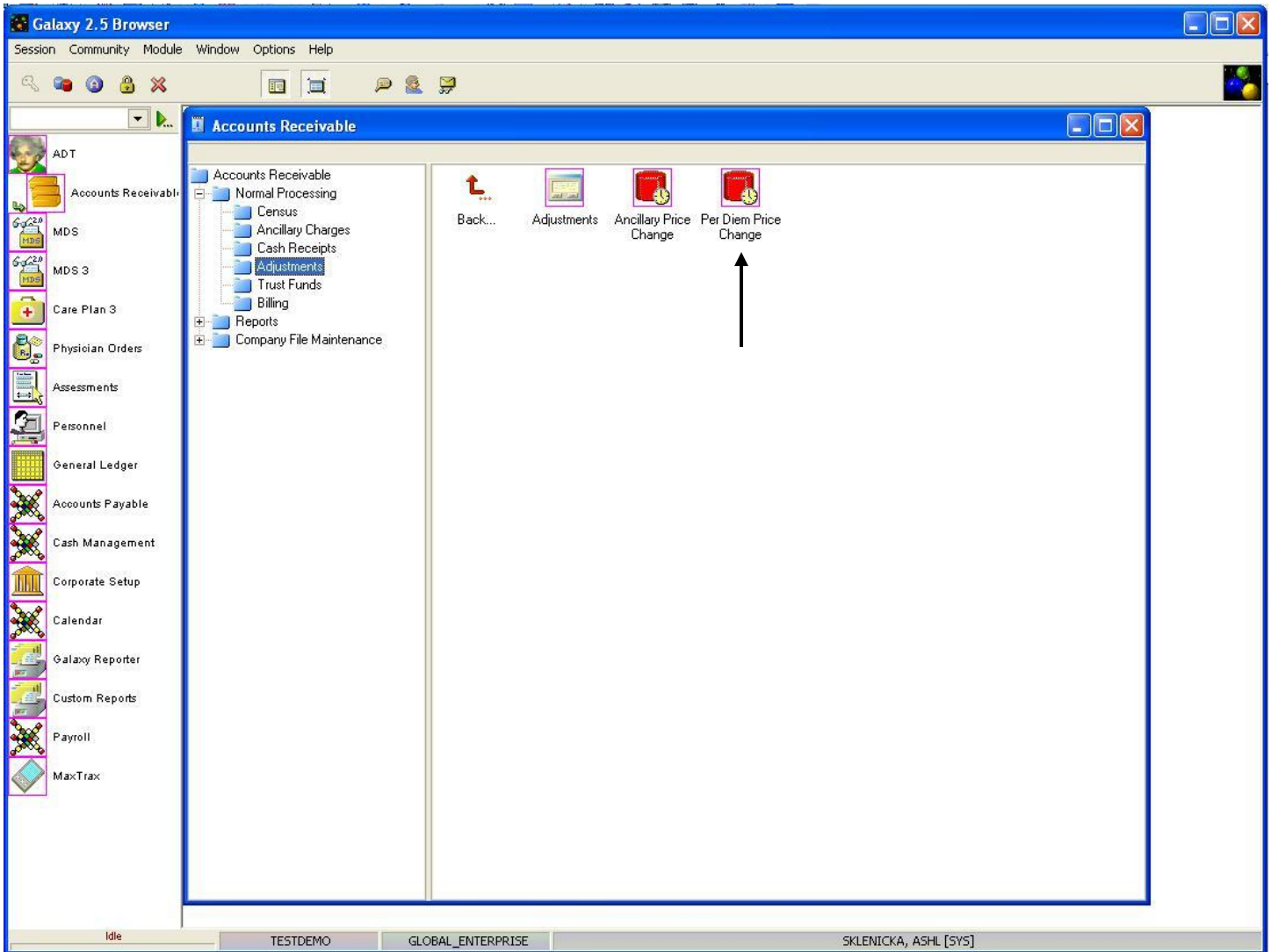
Adjustments Main – double click on the **Per Diem Price Change** icon to open up this utility.
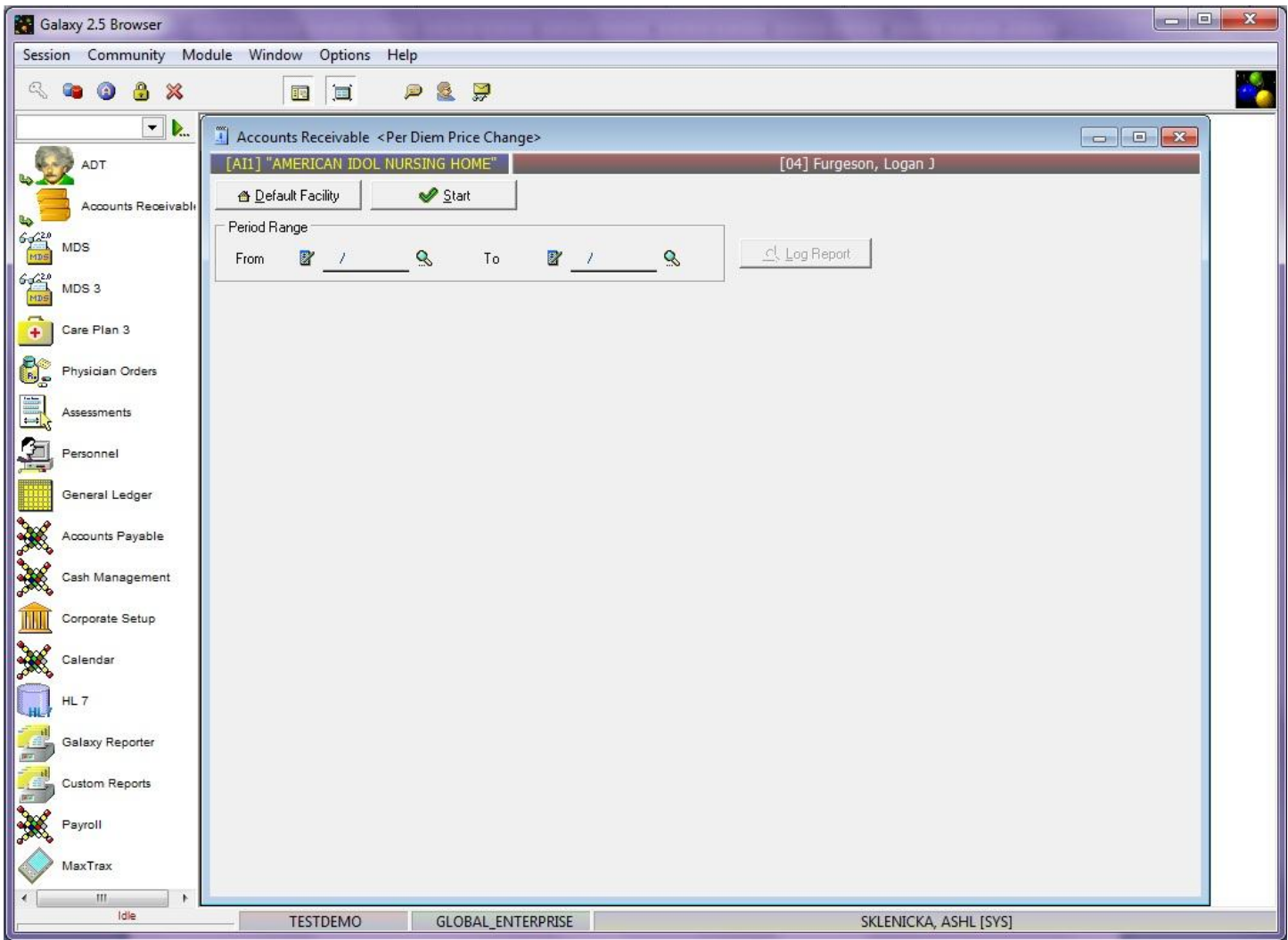
Per Diem Price Change Master – this is the input screen used to run the Galaxy process of updating census records when there is a price change. Here you will see the following fields:

- **Period Range From –** select the starting date of the range you want to update by using the magnifying glass to pull up the interactive calendar. This is mainly used if you have closed periods that need updated with the price record.

- **Period Range To –** select the end date you want the update to stop. This is helpful if you have a price change that took place in prior months but there is still a different rate for your current period.

- **Log Report –** this button will become activated once you have pressed the start button and the Galaxy system has a list of residents that were updated on their per diem records.

- **Start Button –** press this button after you have selected a From and To range if need be.
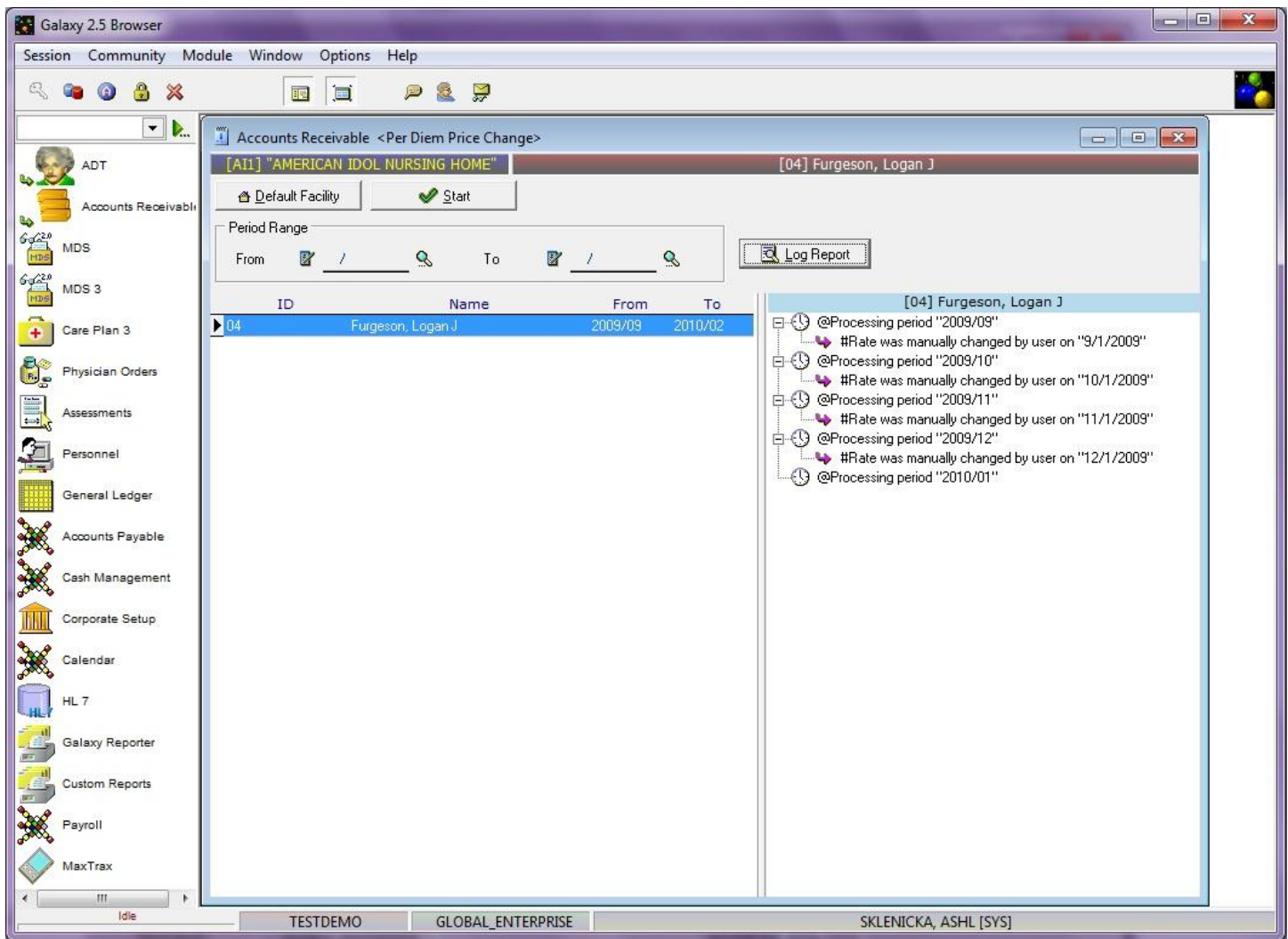
Per Diem Price Change – this screen will show the residents that have been updated with per diem price changes. From our *demo facility* you can see that resident Logan Furgeson had his per diem record updated spanning from September 2009 to February 2010.

Once the Galaxy system has gone through and updated the per diem price records, the user can press the **Log Report** button. This will give the user an overview of which periods for residents had price changes. This log report can be printed by pressing the **print all** or **print button.**

Once the **Per Diem Price Change** has gone through its process, the records will need to be posted from the **adjustments** screen *(refer to page 18 in this manual on the Pre-posting process)*.