

AR Pre-Payment processing

You will go into AR – Cash Receipts

Sequence	Type	Resident ID	Resident Name	Section	Certified	LOC	FC	Insurer	Payor	Application	Interest Allocation	Receipts Date	Description	Check Date
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Click on the **New(Normal)** button.

Filter

Insurer: [] Financial Class: []
Payor: P Application: R
Sort Order: Resident Name
Status: ADM Resident Filter: Search By: Name Resident ID
Resident: DOE, JOHN

Receipts

Sequence*: 10
Receipts Date*: 07/19/2013 Month Ahead*: 1
Description*: Cash Receipts (Normal)
Check Date: [] Check Number: []
Interest Allocation: Yes No

<< Back Remember Fields Next >>

You will select the Cash Receipts filters for the Prepayment transaction. Normally this would be for your **Payor** – P (resident portion) and **Application** – R (Routine Services/Room Board charges). You will need to select the resident to which you are applying the prepayment (required). You can also fill in the **Check Date** and **Check Number** of the Pre-payment transaction. Click the **Next** button to go the Cash Receipts Entry screen.

User Selection
 Sequence 10 Month Ahead 1
 Resident DOE, JOHN
 Receipts Date 07/19/2013
 Payor P
 Application R
 Description Cash Receipts (Normal)

Amount To Apply* \$0.00 Total Applied: \$0.00

Amounts Due
 Res. ID Resident Name FC Main Insurer Insurer Pr. P1 Ins. Ap. Sect. Cert. LOC
 11744 DOE, JOHN PVT P R S

Pr. 1 Insurer	Prepay	2013/08	Applied	2013/07	Applied	2013/06	Applied	2013/05	Applied	2013/04	Applied	2013/03	Applied
	0.00 ...	\$0.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00	\$0.00	\$5,425.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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As you can see on this screen, there is a **Prepay** column. If you need to make a prepayment entry (monies which you received in advances, but there is no Census charge, you will click the **Eclipse** button (... button) and the following screen will appear...

User Selection
 Sequence 10 Month Ahead 1
 Resident DOE, JOHN
 Receipts Date 07/19/2013
 Payor P
 Application R
 Description Cash Receipts (Normal)

Amount To Apply* \$0.00 Total Applied: \$0.00

Amounts Due
 Res. ID Resident Name FC Main Insurer Insurer Pr. P1 Ins. Ap. Sect. Cert. LOC
 11744 DOE, JOHN PVT P R S

Apply Cash Receipts to individual transaction
 Resident: DOE, JOHN; Payor: P; App: R

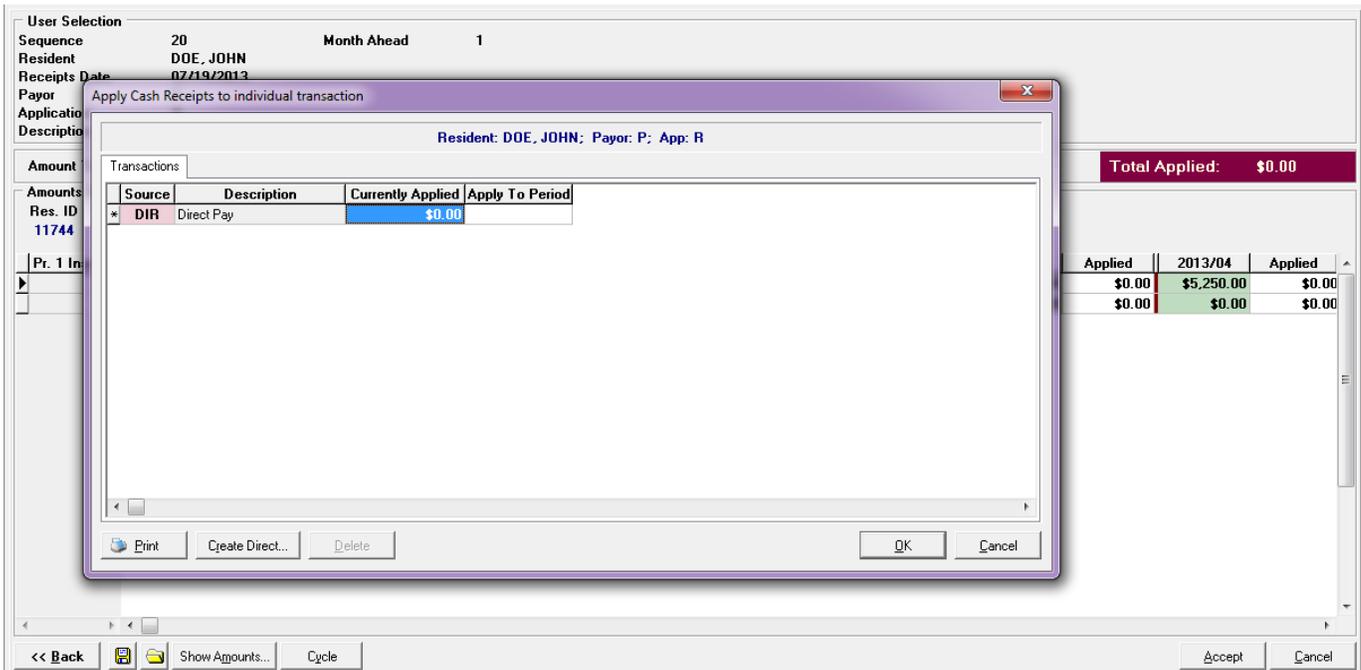
Transactions

Source	Description	Currently Applied	Apply To Period

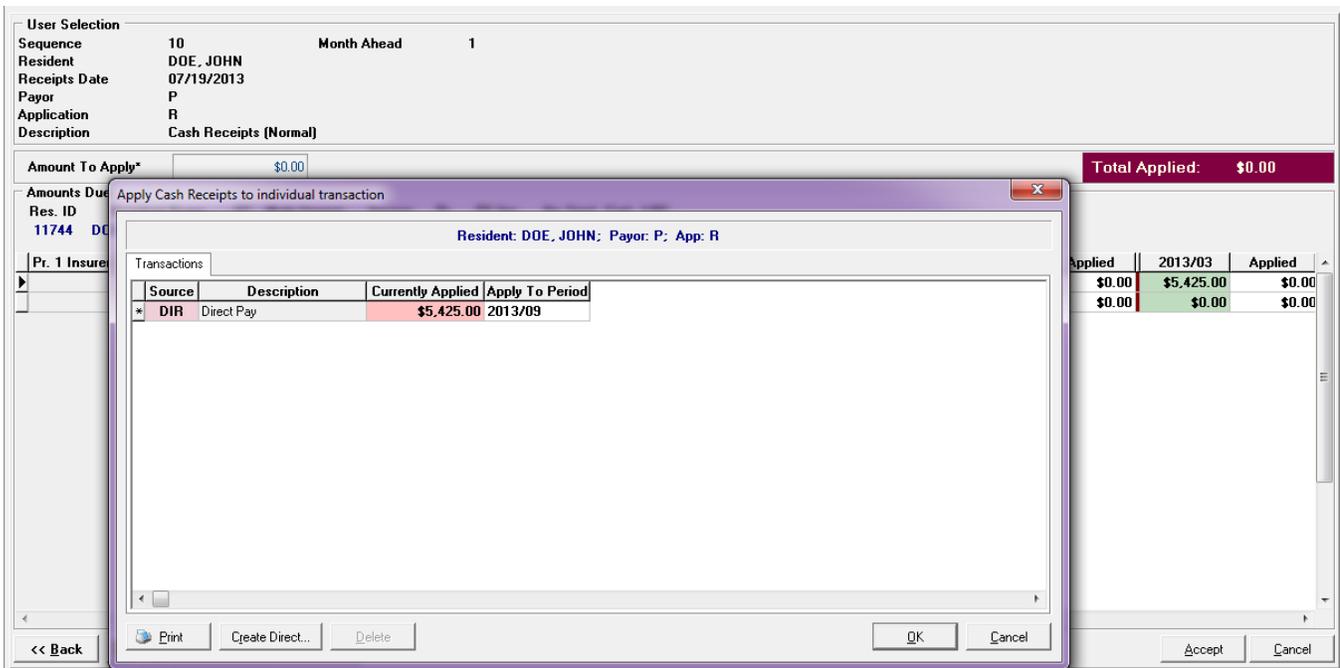
Print Create Direct... Delete OK Cancel

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You will click the **Create Direct** button and the following screen will appear...



You will enter in the amount of the monies to be applied in the **Currently Applied** field and then Tab to the **Apply to Period** and enter the Year/Period the monies should be applied to, as seen in the screen below...



If you have more than 1 period to apply monies to, press the Tab button and another line will appear. When all Pre-payments have been entered for this resident, click the **OK** button.

User Selection
 Sequence 10 Month Ahead 1
 Resident DOE, JOHN
 Receipts Date 07/19/2013
 Payor P
 Application R
 Description Cash Receipts (Normal)

Amount To Apply* Total Applied: \$5,425.00

Amounts Due

Res. ID	Resident Name	FC	Main Insurer	Insurer	Pr.	P1 Ins.	Ap. Sect.	Cert.	LOC
11744	DOE, JOHN	PVT			P		R		S

Pr. 1 Insurer	Prepay	2013/08	Applied	2013/07	Applied	2013/06	Applied	2013/05	Applied	2013/04	Applied	2013/03	Applied
	\$425.00	\$0.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00	\$0.00	\$5,425.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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If you have additional resident you wish to key in Prepayment for, click the **Cycle** button. If you only have one transaction, you can click the **Accept** button. Then run the Prepost Report.

Zoom % 100 Page 1 Print Print All Setup.. Save As Post

Cash Receipts Preposting

Batch Number: 1074449 PREPAYMENT TEST Batch Page: 1

SEQ	REF	SUBREF	RESIDENT NAME	RESIDENT ID	RECEIPT DATE	CHECK DATE	CHECK/CARD#	PAYOR	INSURER	APP	APPLY TO	INT.	DESCRIPTION	AMOUNT	GL DEBIT	GL CREDIT
10	2	1	DOE, JOHN	11744	07/19/2013			P	R	2013/09	F		Cash Receipts (Normal)	5,425.00	100130.00	110110.00
Total:														5,425.00		

Preview

You can see on the Preposting Report the **Apply To** period is 2013/09. If the transaction is correct, click the **Post** button.

The following are examples of the Accounts Receivable Detail report and Accounts Receivable Aging report.

Accounts Receivable Detail
For Jul, 2013

Balance Forward; Resident: DOE, JOHN; All Columns; All Insurers; Order by Resident Name

Resident Dates	Description ADJ (*)	RUG	Medicaid	Medicaid Pending	Income	Hospice	Hospice Pending	Insurance	Medicare A	Medicare B	Private
DOE, JOHN : 11744											
	Beginning Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,957.30
July, 2013											
01-31	Routine Services-INH										5,425.00
07/19/2013	Cash Receipts (Normal)										-10,850.00
	Month Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,425.00
	Ending Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,532.30

The above screen shot is the AR Detail Report for July with Balance Forward option selected. The Cash Receipts enter for 7/19/2013 reflects the Prepayment done for 2013/09, along with another CSR Prepayment for 2013/08, both posted on 7/19/2013.

Resident Dates	Description ADJ (*)	RUG	Medicaid	Medicaid Pending	Income	Hospice	Hospice Pending	Insurance	Medicare A	Medicare B	Private
Accounts Receivable Detail											
For Period from Jul to Sep, 2013											
Open Account; Resident: DOE, JOHN; All Columns; All Insurers; Order by Resident Name											
DOE, JOHN : 11744											
	Beginning Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,957.30
July, 2013											
01-31	Routine Services-INH										5,425.00
	Month Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,425.00
August, 2013											
01-31	Routine Services-INH										5,425.00
07/19/2013	Cash Receipts (Normal)										-5,425.00
	Month Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September, 2013											
07/19/2013	Cash Receipts (Normal)										-5,425.00
	Month Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,425.00
	Ending Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,957.30

The above screen shot is the AR Detail Report run for July to September with Open Account option selected. The Cash Receipts enter on 7/19/2013 reflects the Prepayment done for 2013/09 will show in September and the other CSR payment for 2013/08 will show in August.

Resident	Total	Medicaid	Medicaid Pending	Income	Hospice	Hospice Pending	Insurance	Medicare A	Medicare B
Aged Receivables									
For Jul, 2013									
Resident: DOE, JOHN; All Columns; All Insurers; Order by Resident Name									
DOE, JOHN : 11744, SSN: 123-60-6342									
Orig.Adm.Date: 12/25/2010 Readm.Date: 01/13/2013									
Prepayment	-10,850.00								
Current	5,425.00								
2013/06	5,250.00								
2013/05	5,425.00								
2013/04	21,282.30								
Total	26,532.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals									
Prepayment	-10,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current	5,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013/06	5,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013/05	5,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013/04	21,282.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	26,532.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The above screen shot is the AR Aging Report run for July. The Cash Receipts enter on 7/19/2013, but applied to future periods, will show in the Prepayment field.

Once the Census has been advanced to the periods where the Prepayments were applied to, the Cash Receipts Entry screen will look as follows:

User Selection
 Sequence 10 Month Ahead 1
 Resident DOE, JOHN
 Receipts Date 07/19/2013
 Payor P
 Application R
 Description Cash Receipts (Normal)

Amount To Apply* \$0.00 Total Applied: \$0.00

Amounts Due

Res. ID	Resident Name	FC	Main Insurer	Insurer	Pr.	P1 Ins.	Ap. Sect.	Cert.	LOC
11744	DOE, JOHN	PVT			P		R		S

Pr. 1 Insurer	Prepay	2013/09	Applied	2013/08	Applied	2013/07	Applied	2013/06	Applied	2013/05	Applied	2013/04	Applied
	0.00 ...	(\$175.00)	\$0.00	\$0.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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The above screen shot reflects the Census has been advance to August as current month and September census projected. The system automatically applied the August prepayment to the August census charges, and automatically applied the September prepayment to the September census charges. Since the prepayment for September was more than the September census charges, the screen shot above shows a credit balance of \$175.00. If you click on the **Eclipse button (... button)** you can drill down to the individual transaction details, as per the screen shot below:

User Selection
 Sequence 10 Month Ahead 1
 Resident DOE, JOHN
 Receipts Date 07/19/2013
 Payor P
 Application R
 Description Cash Receipts (Normal)

Amount To Apply* \$0.00 Total Applied: \$0.00

Amounts Due

Res. ID Resident Name FC Main Insurer Insurer Pr. P1 Ins. Ap. Sect. Cert. LOC

11744 DOE, JOHN PVT

Pr. 1 Insurer Prepay

0.00 ... (\$175.00) \$0.00 \$0.00 \$0.00 \$0.00 \$5,425.00 \$0.00 \$5,250.00 \$0.00 \$5,425.00 \$0.00 \$5,250.00 \$0.00

Apply Cash Receipts to individual transaction

Resident: DOE, JOHN; Payor: P; App: R; Balance for 2013/09: (\$175.00)

Source	Start Date	End Date	Description	Charge	Previously Applied	Currently Applied
CSR	07/19/2013	07/19/2013	Cash Receipts (Normal)	\$0.00	\$5,425.00	\$0.00
CEN	09/01/2013	09/30/2013		\$5,250.00	\$0.00	\$0.00

Print Create Direct... Delete OK Cancel

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