AR Pre-Payment processing

You will go into AR – Cash Receipts

Preposted Ca	ish Rece	ipts													
Sequence	Туре	Resident ID	Resident Name	Section	Certified	LOC	FC	Insurer	Payor	Application	Interest Allocation	Receipts Date	Descript	ion	Check Date I
Advanced	1 Filter	™ Hetresh Data	4	1									Master	🖱 Detail	C Both
👌 Default <u>F</u> ac	oility	Create Direct	Create Miscellaneous												
🐴 Choose a B	Batch	<u>N</u> ew (Normal)	<u>E</u> dit <u>D</u> e	elete	<u>P</u> repost										<u>C</u> lose

Click on the New(Normal) button.

Insurer G Financial Class Q Payor P a Application R Status ADM Q Resident Filter Status ADM Q Resident ID Resident DEE_JOHN Q Receipts Sequence* 10 Receipts Date* (7/19/2013 Q Month Ahead* 1 Description* Cath Receipts (Normal) Check Nate Q Check Number Interest Allocation Yes No	Filter		
Payor P Application R Sott Order Resident Name Resident Filter Status ADM Genth Byse Resident I/D Rescipts ODE.JOHN Q Rescipts Rescipts Sequence* 10 Rescipts OT/19/2013 Month Ahead* 1 Description* Cash Rescipts Normal Interest Allocation Yes Interest Allocation Yes No No	Insurer	Financial Class	
Sort Order Resident Name Resident Riter Status ADM Image: Resident Riter Image: Resident Riter Resceipts Name Resident Riter Image: Resceipts Resceipts Dot Image: Resceipts Image: Resceipts Status ADM Image: Resceipts Image: Resceipts Image: Resceipts Resceipts Image: Resceipts Image: Resceipts Image: Resceipts Image: Resceipts Check Date Image: Resceipts Image: Resceipts Image: Resceipts Image: Resceipts Interest Allocation Yes No Image: Resceipts Resceipts Image: Resceipts < Status Image: Resceipts Image: Resceipts Image: Resceipts Image: Resceipts < Sath Resceipts Nome Image: Resceipts Image: Resceipts Image: Resceipts Check Date Image: Resceipts Image: Resceipts Image: Resceipts Image: Resceipts Check Date Image: Resceipts Image: Resceipts Image: Resceipts Image: Resceipts Sath Resceipts Image: Resceipts Image: Resceipts <th>Payor</th> <th>P Q Application R Q</th> <th></th>	Payor	P Q Application R Q	
Receipts Status ADM Receipts Sequence* 10 Receipts Date* 07/19/2013 Month Ahead* 1 Description* Ceth Receipts Nom Check Number Interest Allocation Yes No	Sort Order	Resident Name Q	
Resident DDE, JOHN Reccipts Sequence* 10 Reccipts Date* 07/19/2013 Of the comparison of	Status	Resident Filter ADM Image: Constraint of the second seco	
Receipts Sequence* 10 Receipts Date* 07/19/2013 Operation* Cath Receipts (Normal) Check Date Q Check Date Q Interest Allocation Yes Ves No	Resident	DDE, JDHN Q	
Sequence* 10 Receipts Date* 07/13/2013 Q Month Ahead* 1 Description* Cash Receipts (Normal) Check Date Q Interest Allocation Yes No	Receipts		
Receipts Date* 07/19/2013 Q Month Ahead* 1 Description* Cash Receipts (Normal)	Sequence*	10	
Description* Cash Receipts (Normal) Check Date Q Interest Allocation O Yes Ves No	Receipts Date	• 07/19/2013 Q Month Ahead* 1	
Check Date Q Check Number Interest Allocation O Yes O No	Description*	Cash Receipts (Normal)	
Interest Allocation Yes ONO	Check Date	Check Number	
<< Back Remember Fields Next >>	Interest Allocation	n 🗇 Yes 💿 No	
<< Back Remember Fields Next >>			
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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 Prepayment transaction. Click the **Next** button to go the Cash Receipts Entry screen.

User Selection Sequence Resident Receipts Date Payor Application Description	10 DOE, JOH 07/19/201 P R Cash Rece	N 3 eipts (Normal)	Month Ahead	1									
Amount To Apply*		\$0.00									Total /	Applied:	\$0.00
Amounts Due Res. ID Resident 11744 DOE, JOHN	Name F	FC Main In: VT	surer Insure	er Pr. P1 P	Ins. Ap. Sec R	t. Cert. LOC S							
Pr. 1 Insurer Prepag	y I	2013/08	Applied	2013/07	Applied	2013/06	Applied	2013/05	Applied	2013/04	Applied	2013/03	Applied A
<u>•</u> 0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$5,250.00 \$0.00	\$0.00 \$0.00	\$5,425.00 \$0.00	\$0.00	\$5,250.00 \$0.00	\$0.00 \$0.00	\$5,425.00	\$0.00
													E
<													• •
K Back 🗄 🔂	Show Amo	unts Cy	icle									Accept	Cancel

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 Se Sequenc Resident Receipts Payor Application Descripti	election e Date on on	10 DOE, JOHN 07/19/2013 P R Cash Receipts (Normal	Month Ahead)	1						
Amour Amour	Apply Cash Re	ceipts to individual transa	action				×	Total A	pplied:	\$0.00
Hes. 1		7	Resi	ent: DOE, JOHN;	: Payor: P; App: R					
Pr. 1	Transactions	Description	Currently Applied	pply To Period				Applied	2013/03	Applied ^
-	Þ							0 \$0.00	\$0.00	\$0.00
4	 Erint 	Create Direct	Delete			 <u> </u>	k			E
<< <u>B</u> as	· · · · · · ·		Toro	_					Accept	Cancel

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

─ User Se Sequence Resident	lection 2 20 Month Ahead 1 DOE, JOHN			
Receipts				
Applicatio	Apply Cash Receipts to individual transaction			
Descriptio	Resident: DOE, JOHN; Payor: P; App: R			
Amount	Transactions	Total A	pplied:	\$0.00
Amounts Res. ID	Source Description Currently Applied Apply To Period * DIR Direct Pay \$0.00			
11744				
Pr. 1 In		Applied	2013/04	Applied 🔺
<u> </u>		\$0.00	\$5,250.00	\$0.00
_		\$0.00	\$0.00	\$0.00
				=
	× •			
	Print Create Direct Delete			
				-
•				4
<< <u>B</u> ac	k 🛛 🕄 Show Amounts Cycle		Accept	<u>C</u> ancel

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...

User Selectio Sequence Resident Receipts Date Payor Application Description	1 10 Month Ahead 1 DDE, JOHN 07/19/2013 P R R Cash Receipts (Normal)			
Amount To Aj	ply" \$0.00	Total A	pplied:	\$0.00
Amounts Due	Apply Cash Receipts to individual transaction			
Res. ID 11744 DC				
	Resident: UUE, JUHN; Payor: P; App: R		0010100	
Pr. 1 Insure	Iransactions	Applied to no	2013/03	Applied ^
<u>-</u>	Source Description Currently Appled Apply To Period	\$0.00	\$0.00	\$0.00
4				=
<< <u>B</u> ack	Direct Delete OK Cancel		Accept	Cancel

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

User Selection Sequence Resident Receipts Date Payor Application Description	n 	10 DOE, JO 07/19/20 P R Cash Re	HN D13 ceipts (Normal	Month Ahead	1									
Amount To Ap	oply*		\$0.00									Total /	Applied: \$5	,425.00
Amounts Due														
Res. ID F	Resident I	Name	FC Main In	surer Insure	r Pr. P1	Ins. Ap. Se	ct. Cert. LOC							
11744 DUI	E, JUHN		PVI		Р	н	5							
Pr. 1 Insurer	Prepay		2013/08	Applied	2013/07	Applied	2013/06	Applied	2013/05	Applied	2013/04	Applied	2013/03	Applied ^
<u>•</u>	5425.0	\$0.00	\$0.00	\$0.00	\$5,425.00	\$0.00	\$5,250.00 \$0.00	\$0.00 \$0.00	\$5,425.00 \$0.00	\$0.00 \$0.00	\$5,250.00 \$0.00	\$0.00 \$0.00	\$5,425.00	\$0.00
< <u>B</u> ack	 	Show An	gounts Cj	zcle									Accept	• • Cancel

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.

oom % 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 DAT	CHECK DATE CHECK/CARD# PAYOR INSURER	APP APPLY TO INT. DESCRIPTION AMOUNT GL DEBIT	GL CREDIT										
10 Z 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.

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.

	[7			
	-				Acco	ounts Re	eivable	Detail					
				F	or Pe	riod from	Jul to S	ep, 2013					
		Open A	ccount; R	esident:	DOE, J	OHN; All C	olumns; Al	Insurers; (Order by R	esident Na	ame		
Resident Dates	Description ADJ (*)		R	RUG M	edicaid	Medicaid Pending	Income	Hospice	Hospice Pending	Insurance	Medicare A	Medicare B	Private
DOE, JOH	N : 11744												
Beginning Ba July, 2013	lance				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,957.30
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 (N	lormal)											-5,425.00
Month Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September, 2	013												
07/19/2013	Cash Receipts (N	lormal)											-5,425.00
Month Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,425.00
					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.

			Aged F	Receivable					
			For	Jul 2013					
	Residen	t DOF JOF	IN: All Column	is: All Insure	rs: Order by	Resident Na	me		
Desident	Total	Modicaid	Modicaid	Incomo	Hospico	Hospico	Incuranco	Modicaro A	Modicaro P
Kesidem	Total	mearcaia	Pending	income	nospice	Pending	mourance	medicare A	medicare D
Orig.Adm.Date: 12/25/2010) Readm.Date: 01/13/2	013							
D (40.050.00								
Prepayment	-10,850.00								
Prepayment Current 2013/06	-10,850.00 5,425.00 5,250.00								
Prepayment Current 2013/06 2013/05	-10,850.00 5,425.00 5,250.00 5,425.00								
Prepayment Current 2013/06 2013/05 2013/04	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30								
Prepayment Current 2013/06 2013/05 2013/04 Total	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepayment Current 2013/06 2013/05 2013/04 Total Total	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepayment Current 2013/06 2013/05 2013/04 Total Totals	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepayment Current 2013/06 2013/05 2013/04 Total Totals	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepayment Current 2013/06 2013/05 2013/04 Total Totals Prepayment Current	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30 -10,850.00 5,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepayment Current 2013/06 2013/05 2013/05 2013/06	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30 -10,850.00 5,425.00 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
Prepayment Current 2013/06 2013/05 2013/04 Total Totals Prepayment Current 2013/06 2013/05	-10,850.00 5,425.00 5,250.00 21,282.30 26,532.30 -10,850.00 5,425.00 5,425.00 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	0.00 0.00 0.00 0.00 0.00 0.00	0.00
Prepayment Current 2013/06 2013/04 Total Totals Prepayment Current 2013/06 2013/06 2013/04	-10,850.00 5,425.00 5,250.00 5,425.00 21,282.30 26,532.30 -10,850.00 5,425.00 5,425.00 5,425.00 5,425.00 21,282.30	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 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 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 0.00 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 Resident Receipts Date Payor Application Description	10 DC 07 P R Ca) DE, JOHN 7/19/2013 ash Recei	 } pts (Norma	Month Ahead	1									
Amount To App	oly*		\$0.00									Total A	Applied:	\$0.00
Amounts Due														
Res. ID Re	esident Na	ame F	C Main In	surer Insure	r Pr. P1	Ins. Ap. Sec	t. Cert. LOC							
11744 DOE	, JOHN	P	ντ		Р	В	S							
Pr. 1 Insurer	Prepay	2	2013/09	Applied	2013/08	Applied	2013/07	Applied	2013/06	Applied	2013/05	Applied	2013/04	Applied 🔺
Þ	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
<	•													E
<< Back	3 😑 s	Show A <u>m</u> ou	nts C	ycle									Accept	Cancel

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	1	м	onth Ahead	1								
Resident	D	DE, JOHN											
Receipts Date	07	/19/2013											
Payor	Р												
Application		only Cash Re	acaints to ind	lividual transa	retion					- X			
Description		spiy cusin in	eccipes to mo		icitori i								
							D. D.I	00. (6175.00)					
Amount To Apply*					Residenci DUE, JUHN; P	ayor: P; App: P	1; Balance for 2013/	ua: (\$175.00)			I A	pplied: 📢	10.00
Amounts Due		Transaction	s										
Res. ID Resid	en	Source	Start Date	End Date	Description	Charge	Previously Applied	Currently Applied					
11744 DOE, JO	HN		07/19/2013	07/19/2013	Cash Beceints (Normal)	\$0.00	\$5 425 00	00.01					
		CEN	09/01/2013	09/30/2013	Calificación (recimal)	\$5 250 00	\$0.00	\$0.00			1 11		
Pr. 1 Insurer Pre	pa	_ 02.1	00/01/2010	00/00/2010		¥0,200.00	\$0.00	•0.00				2013/04	Applied ^
<u>•</u>	-										U	\$5,250.00	\$0.00
	-									-	D	\$0.00	\$0.00
										-			
													=
										-			
		<								•			
		🐌 <u>P</u> rint	Create D	Direct	Delete				<u>0</u> K	Cancel			
	_	_	_										-
< > <													+
<< Back	3	ihow A <u>m</u> ount	s Cycle									Accept	Cancel